

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

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

**I. Roll Call**

**II. Approval of Consent Agenda**

- A. Approval of Agenda
- B. February 14, 2018 Minutes
- C. Claims Items from January 1, 2018 – April 30, 2018 = \$15,000.00

**III. Information Items**

- A. Pool Manager & Facility Update – Kelley Lemons & Herb Amick
- B. 2018 City Pool Budget Position through 4/30/2018 – Chantell Steiner
- C. 2017 Annual Report Update – Chantell Steiner
- D. Strategic Planning Discussion Continued

**IV. Action Items**

- A. Resolution 1-2018 Ballot Title M&O Levy Request for August Primary Election
- B. Resolution 2-2018 Ballot Title M&O Levy Request for November General Election
- C. Future Meeting Dates

**V. Adjournment**

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

# **MINUTES**

## **I. CALL TO ORDER**

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

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

City Staff Present: Joel Walinski and Chantell Steiner.

Visitors Present: Sharon Waters.

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

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

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

## **III. INFORMATION ITEMS**

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

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

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

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

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

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

#### D. Enduris 2017 Annual Report

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

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

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

#### F. Strategic Planning Update

##### a) M&O Levy – August 2018

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

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

## IV. ACTION ITEMS

A. Elect Chair, Vice-Chair, Secretary

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

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

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

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

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

**V. ADJOURNMENT**

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

Respectfully submitted by Chantell Steiner.

Upper Valley Park & Recreation Service Area

Check Register

January 1, 2018 – April 30, 2018

Total Expenditures for the Period: \$15,000.00

Signed	Date
Staff Volunteer	Date

Expenditure Detail Report

expdetl.rpt  
 05/01/2018 10:58AM  
 Periods: 1 through 4

Chelan County of Washington  
 01/01/2018 through 04/30/2018

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		15,000.00				
4/16/2018 apinvoice IN 2018-01						
Vendor: 100383 CITY OF LEAVENWORTH Check # 820476						
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  
 01/01/2018 through 04/30/2018

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
<b>Grand Total</b>						

**5 YEAR BUDGET COMPARISON**

Time: 10:48:28 Date: 05/01/2018  
Page: 1

*All Years Thru April*

MCAG #:

**176 Community Swimming Pool**

Account	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2018 Appropriated	2019 Appropriated	2019 Comment
308 10 01 076 Reserved Beginning Net Cash & Invest	0.00	0.00	31,941.75	33,697.67	33,698.00	0.00	
308 80 01 076 Beginning Net Cash & Invest	12,402.04	30,335.68	0.00	0.00	0.00	0.00	
<b>308 Beginning Balances</b>	<b>12,402.04</b>	<b>30,335.68</b>	<b>31,941.75</b>	<b>33,697.67</b>	<b>33,698.00</b>	<b>0.00</b>	
311 10 00 001 Real & Personal Property Taxes	11,650.00	0.00	0.00	0.00	0.00	0.00	
<b>310 Taxes</b>	<b>11,650.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
347 30 00 000 Pool Pass Ent. Fees	0.00	0.00	0.00	0.00	30,000.00	0.00	
347 30 00 001 Pool Concession Fees	0.00	0.00	0.00	0.00	2,500.00	0.00	
347 30 00 002 Pool Daily Ent. Fees	0.00	0.00	0.00	0.00	41,000.00	0.00	
347 30 00 003 Pool Rental Fees	0.00	0.00	0.00	0.00	10,000.00	0.00	
347 30 00 004 Pool Swim Lessons	0.00	0.00	0.00	0.00	13,000.00	0.00	
347 30 00 005 Pool Swim Team Prep	0.00	0.00	0.00	0.00	300.00	0.00	
<b>340 Charges For Goods &amp; Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>96,800.00</b>	<b>0.00</b>	
361 11 17 060 Investment Interest	0.00	0.00	39.82	131.07	200.00	0.00	
<b>360 Interest &amp; Other Earnings</b>	<b>0.00</b>	<b>0.00</b>	<b>39.82</b>	<b>131.07</b>	<b>200.00</b>	<b>0.00</b>	
381 10 99 001 Temp Int. Loan-Fm#001 Curr Exp.	0.00	0.00	0.00	0.00	25,000.00	0.00	
<b>380 Non Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00</b>	
397 00 00 010 Trans In-Fm 635 PRSA	0.00	15,000.00	15,000.00	15,000.00	126,100.00	0.00	
<b>397 Interfund Transfers</b>	<b>0.00</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>126,100.00</b>	<b>0.00</b>	
<b>TOTAL REVENUES:</b>	<b>24,052.04</b>	<b>45,335.68</b>	<b>46,981.57</b>	<b>48,828.74</b>	<b>281,798.00</b>	<b>0.00</b>	
576 20 10 000 Salaries & Wages	1,538.25	0.00	0.00	0.00	108,000.00	0.00	
576 20 20 000 Benefits	180.77	373.83	264.45	264.14	15,000.00	0.00	
576 20 31 000 Office & Operating Supplies	275.00	564.34	324.15	995.36	27,000.00	0.00	
576 20 31 001 Operating Supplies-Concessions	0.00	22.90	0.00	0.00	1,500.00	0.00	
576 20 35 000 Small Tool & Minor Equipment	0.00	0.00	0.00	0.00	500.00	0.00	
576 20 40 001 Other Interfund Svs & Chgs	1,556.00	1,229.00	1,312.00	959.00	1,918.00	0.00	
576 20 42 000 Comm-Phone/Postage/Fx	202.75	226.27	197.66	184.71	700.00	0.00	
576 20 44 000 Advertising	141.98	39.30	173.67	342.00	500.00	0.00	
576 20 46 000 Insurance	8,614.00	9,251.35	6,751.41	7,083.05	10,000.00	0.00	

# 5 YEAR BUDGET COMPARISON

MCAG #:

## 176 Community Swimming Pool

Account	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2018 Appropriated	2019 Appropriated	Appropriated Comment
576 20 47 000 Utilities	905.47	1,414.10	1,907.01	1,987.09	19,000.00	0.00	
576 20 48 000 Repairs & Maintenance	19.52	0.00	3,184.48	0.00	5,000.00	0.00	
576 20 49 000 Misc-Reg/Dues/Subscriptions	0.00	0.00	181.21	0.00	600.00	0.00	
576 20 53 000 External Taxes-Sales-B&O Taxes	0.00	0.00	0.00	0.00	8,000.00	0.00	
<b>576 Park Facilities</b>	<b>13,433.74</b>	<b>13,121.09</b>	<b>14,296.04</b>	<b>11,815.35</b>	<b>197,718.00</b>	<b>0.00</b>	
581 20 00 099 Interfund Loan Repay - To CE	0.00	0.00	0.00	0.00	25,000.00	0.00	
<b>580 Non Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00</b>	
592 76 82 000 Interest On Interfund Loan	0.00	0.00	0.00	0.00	40.00	0.00	
<b>592 Debt Service - Interest Costs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.00</b>	<b>0.00</b>	
594 76 63 002 Pool Equipment Replacement	2,451.47	0.00	0.00	0.00	5,000.00	0.00	
594 76 63 003 Pool Sand Filter Rebuild	0.00	0.00	9,336.43	0.00	0.00	0.00	
594 76 63 008 Pool Heater Elements/Salt Cells	0.00	0.00	0.00	0.00	2,500.00	0.00	
<b>594 Capital Expenditures</b>	<b>2,451.47</b>	<b>0.00</b>	<b>9,336.43</b>	<b>0.00</b>	<b>7,500.00</b>	<b>0.00</b>	
508 80 01 076 Ending Fund Balance	0.00	0.00	0.00	0.00	51,540.00	0.00	
999 Ending Balance	0.00	0.00	0.00	0.00	51,540.00	0.00	
<b>TOTAL EXPENDITURES:</b>	<b>15,885.21</b>	<b>13,121.09</b>	<b>23,632.47</b>	<b>11,815.35</b>	<b>281,798.00</b>	<b>0.00</b>	
FUND GAIN/LOSS:	8,166.83	32,214.59	23,349.10	37,013.39	0.00	0.00	

**UPPER VALLEY PARK AND RECREATION SERVICE AREA (PRSA)**

**CHELAN COUNTY, WASHINGTON**

**RESOLUTION NO. 1 – 2018**

A RESOLUTION of the Upper Valley Park and Recreation Service Area (PRSA), Chelan County, Washington, providing for the submission to the voters of the PRSA at an election to be held therein on August 7, 2018, in conjunction with the State primary election to be held on the same date, of a proposition authorizing the PRSA to impose regular property tax levies to extend the maintenance and operation of the existing pool aquatic center.

WHEREAS, the Upper Valley Park and Recreation Service Area (“PRSA”) was created pursuant to Resolution No. 97 – 114 of the Board of Commissioners of Chelan County and approved by the electors of the PRSA on November 4, 1997; and

WHEREAS, the PRSA and the City of Leavenworth (“City”) entered into an interlocal agreement establishing the City of Leavenworth as lead agency for the development of the Upper Valley Aquatic Center; and

WHEREAS, the current six-year operation and maintenance levy for the Upper Valley Aquatic Center expires December 31, 2018, and a new six-year operation and maintenance levy is needed to extend the operation of the Aquatic Center through the year 2024; and

WHEREAS, RCW 36.68.525 provides that upon the approval of the voters of a Park and Recreation Service Area, the PRSA may impose regular property taxes in amounts not to exceed \$0.60 per thousand dollars of assessed valuation;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF THE UPPER VALLEY PARK AND RECREATION SERVICE AREA, CHELAN COUNTY, WASHINGTON, AS FOLLOWS:

Section 1. The PRSA shall, with the approval of the electors of the PRSA, impose a regular property tax levy of \$0.14 (or less) per thousand dollars of assessed valuation for each of six consecutive years for the maintenance and operation of the Upper Valley Aquatic Center. That levy shall commence in the year 2019 and shall continue through and including the year 2024.

Section 2. The Secretary of the PRSA Board is directed to certify to the Auditor of Chelan County, Washington, as ex-officio Supervisor of Elections, no later than the Friday immediately before the first day of candidate filing (May 11, 2018) which is prior to the August 7, 2018, election date, a copy of this Resolution and the proposition to be submitted at that election in the form of a ballot title as follows:

PROPOSITION 1

UPPER VALLEY PARK AND RECREATION SERVICE AREA (PRSA)

OUTDOOR POOL MAINTENANCE AND OPERATIONS LEVY

Shall the Upper Valley Park and Recreation Service Area (PRSA) be authorized to impose regular property tax levies of \$0.14 or less per thousand dollars of assessed valuation for each of six consecutive years for the maintenance and operation of the outdoor pool aquatic center in Leavenworth.

YES

NO

ADOPTED by the Board of the Upper Valley Park and Recreation Service Area (PRSA), Chelan County, Washington, at a regular open public meeting thereof this 9th day of May, 2018.

\_\_\_\_\_  
Mia Bretz, Chair

\_\_\_\_\_  
Aaron Simon, Vice Chair

\_\_\_\_\_  
Jason Lundgren, Secretary

\_\_\_\_\_  
Keith Goehner, Member

\_\_\_\_\_  
Elizabeth Thomson, Member

\_\_\_\_\_  
Doug Clarke, Member

I, Jason Lundgren Secretary of the Upper Valley Park and Recreation Service Area (PRSA), Chelan County, Washington, certify that the attached copy of Resolution 1 – 2018 is a true and correct copy of the original resolution adopted on the 9th day of May, 2018, as that Resolution appears on the Minute Book of the PRSA.

Dated this 9th day of May, 2018.

\_\_\_\_\_  
Jason Lundgren, Secretary

**UPPER VALLEY PARK AND RECREATION SERVICE AREA (PRSA)**

**CHELAN COUNTY, WASHINGTON**

**RESOLUTION NO. 2 – 2018**

A RESOLUTION of the Upper Valley Park and Recreation Service Area (PRSA), Chelan County, Washington, providing for the submission to the voters of the PRSA at an election to be held therein on November 6, 2018, in conjunction with the State General election to be held on the same date, of a proposition authorizing the PRSA to impose regular property tax levies to extend the maintenance and operation of the existing pool aquatic center.

WHEREAS, the Upper Valley Park and Recreation Service Area (“PRSA”) was created pursuant to Resolution No. 97 – 114 of the Board of Commissioners of Chelan County and approved by the electors of the PRSA on November 4, 1997; and

WHEREAS, the PRSA and the City of Leavenworth (“City”) entered into an interlocal agreement establishing the City of Leavenworth as lead agency for the development of the Upper Valley Aquatic Center; and

WHEREAS, the current six-year operation and maintenance levy for the Upper Valley Aquatic Center expires December 31, 2018, and a new six-year operation and maintenance levy is needed to extend the operation of the Aquatic Center through the year 2024; and

WHEREAS, RCW 36.68.525 provides that upon the approval of the voters of a Park and Recreation Service Area, the PRSA may impose regular property taxes in amounts not to exceed \$0.60 per thousand dollars of assessed valuation;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF THE UPPER VALLEY PARK AND RECREATION SERVICE AREA, CHELAN COUNTY, WASHINGTON, AS FOLLOWS:

Section 1. The PRSA shall, with the approval of the electors of the PRSA, impose a regular property tax levy of \$0.11 (or less) per thousand dollars of assessed valuation for each of six consecutive years for the maintenance and operation of the Upper Valley Aquatic Center. That levy shall commence in the year 2019 and shall continue through and including the year 2024.

Section 2. The Secretary of the PRSA Board is directed to certify to the Auditor of Chelan County, Washington, as ex-officio Supervisor of Elections, no later than the day of the primary election (August 7, 2018) which is prior to the November 6, 2018, election date, a copy of this Resolution and the proposition to be submitted at that election in the form of a ballot title as follows:

PROPOSITION 1

UPPER VALLEY PARK AND RECREATION SERVICE AREA (PRSA)

OUTDOOR POOL MAINTENANCE AND OPERATIONS LEVY

Shall the Upper Valley Park and Recreation Service Area (PRSA) be authorized to impose regular property tax levies of \$0.11 or less per thousand dollars of assessed valuation for each of six consecutive years for the maintenance and operation of the outdoor pool aquatic center in Leavenworth.

YES

NO

ADOPTED by the Board of the Upper Valley Park and Recreation Service Area (PRSA), Chelan County, Washington, at a regular open public meeting thereof this 9th day of May, 2018.

\_\_\_\_\_  
Mia Bretz, Chair

\_\_\_\_\_  
Aaron Simon, Vice Chair

\_\_\_\_\_  
Jason Lundgren, Secretary

\_\_\_\_\_  
Keith Goehner, Member

\_\_\_\_\_  
Elizabeth Thomson, Member

\_\_\_\_\_  
Doug Clarke, Member

I, Jason Lundgren Secretary of the Upper Valley Park and Recreation Service Area (PRSA), Chelan County, Washington, certify that the attached copy of Resolution 2 – 2018 is a true and correct copy of the original resolution adopted on the 9th day of May, 2018, as that Resolution appears on the Minute Book of the PRSA.

Dated this 9th day of May, 2018.

\_\_\_\_\_  
Jason Lundgren, Secretary