

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)
Leavenworth City Hall Conference Room
May 9, 2018**

MINUTES

I. CALL TO ORDER

PRSA Vice Chair Aaron Simon, called the May 9, 2018 meeting of the PRSA to order at 9:00 AM.

Board Present: Aaron Simon, Elizabeth Thomson, Jason Lundgren and Mia Bretz via Conference Call for Action Items.

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

Visitors Present: Sharon Waters.

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

Boardmember Lundgren 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 fixing leaks around the solar heating panels and the dry well surge tank. He stated that the pool is ready for operations and noted the need to consider replacement of the diving board in the near future. The Board discussed options for the diving board and to consider replacement with another board or maybe a slide when looking into the costs for the resurfacing project. Boardmember Thomson requested no tiles to be placed in the zero dive section with the resurface project if possible. Director Amick stated that he will also look at the removal of the small crab grass area as it typically goes unused and could create more seating area if it was more appealing; he will look into concrete or other options.

Pool Manager Kelley Lemons updated the Board on the progress towards opening that includes hiring and training the lifeguards for the season. She noted some concern at the lack of applicants thus far this year and that she may have to have some adjustments in the pool schedule for the weekends. She stated that the Pool will open as planned on Saturday, May 26th of the Memorial Day weekend. She then reviewed the need to purchase more chairs for seating and that she would be looking into that before the pool opens. Pool Manager Lemons stated that they have implemented a decision to allow only two adults per family pass this year with an unlimited amount of children to see if that alleviates some of the previous issues with multiple families (parents, adult children and grandparents specifically) signing up for one family pass. She noted that there is no designation on who the two adults can be so that could include a parent and grandparent or babysitter if that is the preference of the applicant.

Vice Chair Aaron Simon presented Pool Manager Lemons with an honorary plaque in regard to her quick actions while on a flight last year to save a choking infant. The Board was very thankful for her speedy response to the situation and grateful that we have her as part of our team.

B. 2018 City Pool Budget Position through 4/30/2018 – Chantell Steiner

Director Steiner reviewed the year to date totals noting that the budget amendment discussed at the November meeting has been incorporated by the City. She said some revenues from property taxes are included from the County Treasurer and that pool passes are on sale, which can be purchased at City Hall. She then reviewed the expenditures to date noting that most of the costs are typical for pre-season expenses with no surprises. It was noted that there will need to be interior painting done again this year which will be covered from the maintenance line item.

C. 2017 Annual Report Update – Chantell Steiner

Director Steiner stated that she completed the 2017 Annual Report and had the City's Deputy Clerk Tami Gates review it this year as a training exercise before submission to the State Auditor's Office. She said the report is available on the City's website Pool page and that she could forward a copy if anyone was not able to locate it.

D. Strategic Planning Discussion Continued

Vice Chair Simon gave a brief summary of the previous meeting discussions regarding the need to renew the 6-year maintenance and operation (M&O) levy. He reminded the Board of the intent to increase the rate by three cents to acquire the necessary funding for the resurfacing project. He provided an update on previous subcommittee meetings explaining the processes involved thus far regarding strategic planning. He reviewed the outreach to all of the community recreation groups last year that lead to further review on whether the PRSA should explore expanded services or fine tuning current activities through the funding of a Community Recreation Coordinator position. He provided a copy of the draft position that the subcommittee has created and discussed options for further community outreach before requesting additional funding through a new levy option. The Board reviewed the various options for community input that includes using survey monkey, paper surveys and community open public house meetings. Vice Chair Simon noted that the estimated cost of the coordinator position has not been determined; however based on a four to five cent levy it would generate about \$45,000 to \$55,000 for a year round full-time position. This position would take over some of the current services provided by the City of Leavenworth and add a new perspective to coordinating the many recreational groups within the Upper Valley. He reminded the Board of the upcoming expiration of the Interlocal Agreement in 2020 that will dissolve the PRSA when the final debt payments are completed and the need to work with the Chelan County Commissioners to renew the Service Area through voter approval. The Board had a brief discussion on some of the other options that have been discussed for expanded services, such as an ice rink or covering the pool for year-round use. They reviewed the previous presentations by the Leavenworth Ski Hill Heritage Foundation on different options for an Ice Rink and the challenges with location regarding losses to parking at the P1 or P2 parking lots. Boardmember Lundgren asked if community member Marco Aurillo could be invited to the next PRSA meeting to discuss the current plan for an ice rink; Vice Chair Simon stated that he would contact Marco to attend.

IV. ACTION ITEMS

A. Resolution 1-2018 Ballot Title M&O Levy Request for August Primary Election

Boardmember Lundgren moved to approve Resolution 1-2018 Ballot Title M&O Levy Request for the August Primary Election. The motion was seconded by Boardmember Bretz and passed unanimously.

B. Resolution 2-2018 Ballot Title M&O Levy Request for November General Election

Boardmember Bretz questioned whether to include the word “continuation” in the language to further enforce no change with this request should the August Primary ballot measure fail. The Board briefly discussed this as an option and whether there are legal stipulations on how the ballot language is written; Director Steiner said that she would research that further. Administrator Walinski stated that the community notice that the City will put together and any additional information that is announced by the Swim Team would be a good mechanism for explaining the difference in the ballot measures as the elections come forward. For the record, it was noted that Resolution 2-2018 would only move forward to the General Election if the voters rejected Resolution 1-2018 at the August Primary.

Boardmember Bretz moved to approve Resolution 2-2018 Ballot Title M&O Levy Request for the November General Election. The motion was seconded by Boardmember Thomson and passed unanimously.

C. Future Meeting Dates

The Board discussed some scheduling issues due to the change in meeting dates this year and approved moving the future meeting dates for August and November back to the third Wednesday at 9:00 a.m.

Boardmember Thomson moved to approve the new dates of August 15, 2018 and November 21, 2018 for the remainder of meetings this year. The motion was seconded by Boardmember Lundgren and passed unanimously.

V. ADJOURNMENT

Seeing no other business, Vice Chair Aaron Simon moved to adjourn the May 9th meeting of the Upper Valley Park and Recreation Service Area. The meeting adjourned at 10:30 AM.

Respectfully submitted by Chantell Steiner.