

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

**Wednesday, February 27, 2019 9:00 a.m.
Leavenworth City Hall Conference Room**

I. Roll Call

II. Appointment of New Board Members

III. Approval of Consent Agenda

- A. Approval of Agenda
- B. November 21, 2018 Minutes
- C. PRSA Claims Items from November 1, 2018 – December 31, 2018 = \$125,768.75
- D. Annual Certification of Authorized Voucher/Payroll Signatures

IV. Information Items

- A. Pool Manager & Facility Update
 - 1. Draft Sign-in Sheet
 - 2. Credit Card Processing Update
 - 3. Zip Code Survey
- B. Entity Liability Exposure Questionnaire Policy Year 2019 – To be Completed Online
- C. 2018 Final City Pool Budget Position through December 31, 2018
- D. 2018 Annual Report– Due by May 30, 2019
- E. 2019 Levy Update - \$130K to \$162K
- F. Strategic Planning Discussion Continued
 - 1. County Support for Reformation of PRSA Prior to December 2020
 - i. Election Process and Costs
 - ii. Boundary and Original Election Results Review
 - iii. Interlocal Agreement with County
 - iv. Interlocal Agreement with City
 - 2. Our Valley Our Future Grant Funding Update

V. Action Items

- A. Elect Chair, Vice-Chair, and Secretary
- B. Fee Schedule - Rate Recommendations for 2019 Season – Rate History Sheet Included

VI. Adjournment

UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)
Leavenworth City Hall Conference Room
November 21, 2018

MINUTES

I. CALL TO ORDER

PRSA Chair Mia Bretz, called the November 21, 2018 meeting of the PRSA to order at 9:00 AM.

Board Present: Mia Bretz, Keith Goehner, Jason Lundgren and Aaron Simon.

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

Visitors Present: Marco Aurilio and John Fishburne.

II. APPROVAL OF CONSENT AGENDA

- A. Approval of Agenda
- B. August 15, 2018 Minutes
- C. PRSA Claims Items from August 1, 2018 – October 31, 2018 = \$10,300.00

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

III. INFORMATION ITEMS

A. Pool Manager & Facility Update

The Board had a brief discussion on the elections this year noting some thoughts on a lack of information to the voters as a potential reason for the failure at the August election. Pool Manager Kelley Lemons updated the Board on the budget allocations that were positive for revenues and expenditures. She stated that she did have several challenges this year with training of new staff but anticipates improvement going into next year as many will likely be returning. Public Works Director Herb Amick reviewed a new capital related expenditure that will need to be addressed either this fall or before opening next spring. He identified issues over the past several weeks with the surge tank that has been an ongoing issue for several years; staff has been doing yearly repairs to the tank; however, this year it no longer can be repaired and will need full replacement that is estimated to be about \$25,000. He explained that this tank is a holding area and the leaking that is occurring is significant; if left unattended it will drain the pool within two hours. He added that there are still issues with the solar panels that have yet to be addressed by the vendor; he noted that this is likely going to be an ongoing annual issue with the panels.

B. 2018 City Pool Budget Position through 10/31/2018

Finance Director Chantell Steiner reviewed the City's year to date totals stating that the pool received solid revenues this year that were offset well by similar expenses to previous years. 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 capital costs related to salt cells and stated that the new concern with the surge tank will lower the anticipated beginning fund balance from \$66,000 to about \$41,000. Manager Lemons reviewed the changes in the swim team line items that now differentiate the swim teams special lesson costs versus the swim team rental fees.

C. 2019 City Pool Proposed Budget Review

Director Steiner identified the estimated beginning fund balance of about \$41,000, maintaining similar revenues to the past two years, salary increases due to additional minimum wage increases, and inclusion of some capital dollars for salt cells and other repairs.

D. Upper Valley Park & Rec – Regular Levy Preliminary Values for 2019 Tax Year

Director Steiner reviewed the District’s total levy value of \$1,469,818,903 and the 1% increase allowed in addition to increases from construction, annexations and refunds. The total allowable estimated increase will go from \$126,993.55 to \$130,019.09; an increase of \$3,025.54 for the District.

E. 2019 PRSA Budget Document Review

Director Steiner reviewed the 2019 Budget Document and noted that some minor changes were included to the language on page 4 regarding the recent discussions on strategic planning and the elections. Boardmember Goehner requested that the document be updated to identify the passage of the six-year maintenance and operation levy that voters approved in November. Director Steiner then reviewed the District’s budget figures that are included on pages 9 and 10 noting the difference between the General Fund, which collects the property taxes for transferring to the City of Leavenworth, versus the Bond Fund that collects property taxes to pay for the original pool construction, which is paid directly by the County.

F. 2019 Meeting Dates

The Board reviewed the normal dates of the 3rd week for the quarterly meetings and discussed the need to readjust the date for February. The Board confirmed the final dates for 2019 to be February 27, May 15, August 21, and November 20.

G. Membership Updates

Board Chair Bretz reviewed the need to consider board replacements in 2019. It was noted that incoming Chelan County Commissioner Bob Bugert will likely fill the seat for outgoing Commissioner Keith Goehner. Director Steiner stated that Chumstick Representative Elizabeth Thompson has submitted her official resignation; Board members discussed possible options for replacement of this position and would try to bring someone to the February meeting for appointment. It was noted that if more than one person is interested that the Board could conduct interviews and then make the appointment. Chair Bretz stated that she would also contact Doug Clarke with the Peshastin Community Council and see if there is another person, possibly Patricia Ortiz, that might be interested in replacing him as he has not been able to attend any of the meetings this year.

H. Strategic Planning Discussion Continued

The Board reviewed past analysis on zip code data and requested that a new analysis be performed in 2019. Manager Lemons stated that she does have recent data from a few years ago and will have staff assist in putting it together for the Board to review; Director Steiner added that she also has a summary of data from 2011. Boardmember Simon requested Manager Lemons to bring a draft sign-in sheet to the February meeting. The Board then reviewed past discussions on the possibility of having credit card processing as an option noting challenges with the wet environment, additional costs, computer use, and training of staff; the Board asked Manager Lemons to look into this and try it for the 2019 season.

Chair Bretz reviewed some of the rules pertaining to the use of the City’s Lodging Tax dollars and how they are required by state laws to support tourism and specifically putting “heads in beds”. The Board correlated how the use of the pool by visitors could be analyzed and some percentage may be acceptable for use to assist the pool funding for marketing and specifically to assist in the upcoming capital repairs. It was noted that the importance of the zip code study would assist in compiling this necessary information. Director Steiner presented the Board with an option for the pool resurfacing repairs stating that if the pool

is able to continue over the next three years without any further major capital repair items occurring, that with the City's assistance, the PRSA could afford the project. She stated that in order to fund the \$130,000 estimated project the PRSA would need at least a 50% match from the City in direct allocation and a 3-year loan for the remaining portion of the project. She reviewed the current pool fund reserves, the growth of the reserves over the next three years and the ability to pay back a three-year loan. The Board discussed the potential to request funding from the County's Lodging Taxes noting that the likelihood of funding from that source is very minimal as they weigh their requests significantly on tourist attendance specific to the projects. It was noted that although tourists do use the pool when they are in Leavenworth it is not likely that the pool is the reason for their visit. The Board briefly discussed previous attempts at voter approval for a year-round covered pool and other outdoor recreation opportunities in general.

IV. ACTION ITEMS

Public Hearing: 2019 PRSA Budget – Chair Bretz opened the public hearing at 10:24 AM. Hearing no comments from the public she closed the hearing at 10:26 AM.

A. Resolution 3-2018 Levy for Annual Regular Property Tax Levy / DOR Form

Boardmember Goehner motioned to approve Resolution 3-2018 approving the levy for annual regular property tax levy / DOR form. The motion was seconded by Boardmember Simon and passed unanimously.

B. Resolution 4-2018 Excess Levy for Bonded Debt

Boardmember Lundgren motioned to approve Resolution 4-2018 approving the excess levy for bonded debt. The motion was seconded by Boardmember Goehner and passed unanimously.

C. Resolution 5-2018 Adopting a Budget for 2019

Boardmember Goehner motioned to approve Resolution 5-2018 approving the adoption of a budget for 2019. The motion was seconded by Boardmember Lundgren and passed unanimously.

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

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

Boardmember Simon motioned to request a minimum of \$65,000 from the City of Leavenworth and a 3-Year Interfund Loan for an additional \$65,000 to resurface the pool. The motion was seconded by Boardmember Goehner and passed unanimously.

Visitor Marco Aurilio made a suggestion for the future Board to consider developing a mission statement for the PRSA in 2019.

Visitor John Fishburne thanked the Board for all of their work and stated that he is very impressed by the depth of conversations today and the dedication to the pool for the sake of the community.

V. ADJOURNMENT

Seeing no other business, Boardmember Lundgren moved to adjourn the November 21, 2018 regular 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 Park & Recreation Service Area

Check Register

November 1, 2018 – December 31, 2018

Total Expenditures for the Period: \$125,768.75

Signed	Date
Staff Volunteer	Date

Expenditure Detail Report

expdttl.rpt
02/21/2019 3:41PM
Periods: 11 through 12

Chelan County of Washington
11/01/2018 through 12/31/2018

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't 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	75,000.00	0.00	-75,000.00	0.00
57600.60.000 Capital Outlay						
11/15/2018 apinvoice IN 2018-04						
Vendor: 100383 CITY OF LEAVENWORTH Check # 832531						
57600.60.000 Capital Outlay	0.00	52,000.00	127,000.00	0.00	-127,000.00	0.00
Total Upper Valley Park & Rec	0.00	52,000.00	127,000.00	0.00	-127,000.00	0.00

III. C.

Expenditure Detail Report

expdetl.rpt
02/21/2019 3:41PM
Periods: 11 through 12

Chelan County of Washington
11/01/2018 through 12/31/2018

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	4,068.75	0.00	-4,068.75	0.00
58600.00.000 Upper Valley Park & Rec Bond	0.00	0.00	4,068.75	0.00	-4,068.75	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
12/3/2018 bip GJ 7652A		70,000.00				
59176.70.000 Bond Payment Principal	0.00	70,000.00	70,000.00	0.00	-70,000.00	0.00
Total Redemption of Long-Term Debt	0.00	70,000.00	70,000.00	0.00	-70,000.00	0.00
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						
12/3/2018 bip GJ 7652A		3,768.75				
59276.80.000 Bond Payment Interest	0.00	3,768.75	3,768.75	0.00	-3,768.75	0.00
Total Interest & Other Debt Service Costs	0.00	3,768.75	3,768.75	0.00	-3,768.75	0.00
Total Miscellaneous Expenditures	0.00	73,768.75	73,768.75	0.00	-73,768.75	0.00
Total Upper Valley Park & Rec Bond	0.00	73,768.75	77,837.50	0.00	-77,837.50	0.00
Total Upper Valley Park & Rec	0.00	125,768.75	204,837.50	0.00	-204,837.50	0.00
Grand Total	0.00	125,768.75	204,837.50	0.00	-204,837.50	0.00

H.C.

AUTHORIZED VOUCHER/PAYROLL SIGNATURES 2019

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: Upper Valley Park & Recreation Service Area

COMMISSIONERS/DIRECTORS OR ELECTED OFFICIALS

1. County Commissioner Bob Bugert _____
 TITLE PRINTED NAME SIGNATURE

DATE TERM STARTS: 1/1/2019 DATE TERM EXPIRES: 12/31/2022

2. City Councilmember Mia Bretz _____
 TITLE PRINTED NAME SIGNATURE

DATE TERM STARTS: 1/1/2016 DATE TERM EXPIRES: 12/31/2019

3. City Councilmember Jason Lundgren _____
 TITLE PRINTED NAME SIGNATURE

DATE TERM STARTS: 1/1/2016 DATE TERM EXPIRES: 12/31/2019

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)

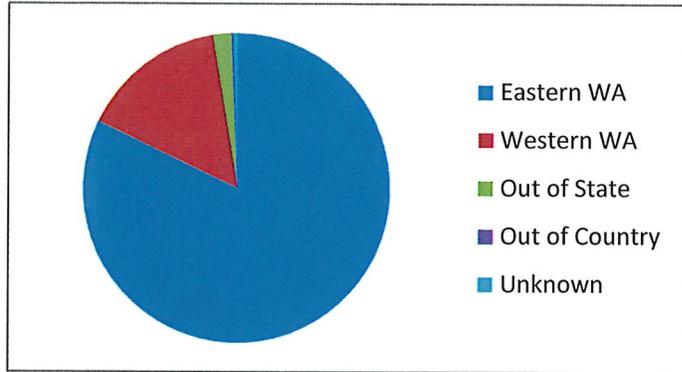
1. Boardmember Aaron Simon _____
 TITLE PRINTED NAME SIGNATURE

2. Boardmember _____
 TITLE PRINTED NAME SIGNATURE

3. Boardmember _____
 TITLE PRINTED NAME SIGNATURE

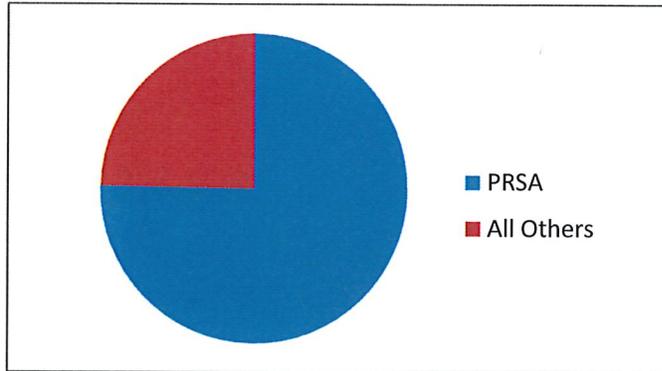
City Pool Zip Code Survey
May 27, 2017 - Jul 21, 2017 Sep 4, 2017

Eastern WA	5422
Western WA	1012
Out of State	126
Out of Country	12
Unknown	35
	6607



PRSA	4973
All Others <i>~ 25%</i>	1634
	6607

~ \$10,000



PRSA 2011 Season Pass Sales

Total at Location	Location
17	Peshastin
2	Dryden
3	Cashmere
1	Out of Area
227	Leavenworth & 2nd Home Residents in Leavenworth
250	Total

Total Types	Type of Pass
162	Family
42	Individual
4	Non-Member Family
1	Non-Member Senior
41	Senior
250	Total

PRSA 2011 Cash Sign-in Patrons

Total at Location	Location
14	China
3,958	USA
3,820	Washington State
1,956	East Side
1,864	West Side
1,817	Chelan County
961	King County
153	Pierce County
384	Snohomish County
505	All other Counties
23	Cashmere
7	Chelan
5	Entiat
1,531	Leavenworth
14	Malaga
185	Peshastin
52	Wenatchee

2011 Lessons

Tots	21
Level 1	78
Level 2	90
Level 3 (Shallow)	78
Level 3 (Deep)	83
Level 4	63
Level 5	24
Level 6	25
Adults	5
Swim Team Prep	45
Total	512

*50%
Tourist
potential
for daily
work-ins
only
≈ \$15,000*

5 YEAR BUDGET COMPARISON

City Of Leavenworth
MCAG #: 0222

Time: 15:59:53 Date: 02/21/2019
Page: 1

176 Community Swimming Pool

Account	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2018 Appropriated	2019 Appropriated Comment
308 10 01 076 Reserved Beginning Net Cash & Invest	12,402.04	30,335.68	31,941.75	33,697.67	33,698.00	66,168.00
308 Beginning Balances	12,402.04	30,335.68	31,941.75	33,697.67	33,698.00	66,168.00
347 30 00 000 Pool Pass Ent. Fees	28,420.00	30,280.00	34,621.00	35,234.00	30,000.00	34,000.00
347 30 00 001 Pool Concession Fees	4,439.33	3,349.78	2,404.00	2,653.00	2,500.00	2,000.00
347 30 00 002 Pool Daily Ent. Fees	46,172.18	38,669.64	41,688.05	35,851.34	41,000.00	41,000.00
347 30 00 003 Pool Rental Fees	5,257.50	890.00	10,343.64	772.00	10,000.00	3,500.00
347 30 00 004 Pool Swim Lessons	300.00	847.50	13,847.00	13,156.00	13,000.00	13,000.00
347 30 00 005 Pool Swim Special Lessons Rate	0.00	4,740.00	300.00	3,060.00	300.00	3,000.00
347 30 00 006 Swim Team Rental	0.00	0.00	0.00	4,328.00	0.00	4,500.00
340 Charges For Goods & Services	84,589.01	78,776.92	103,203.69	95,054.34	96,800.00	101,000.00
361 11 17 060 Investment Interest	0.00	31.70	208.82	734.04	200.00	400.00
367 11 01 076 Pool Donations	0.00	180.00	35.00	141.00	0.00	150.00
369 91 01 076 Miscellaneous Revenue	0.00	111.00	25.50	26.00	0.00	0.00
360 Interest & Other Earnings	0.00	322.70	269.32	901.04	200.00	550.00
381 10 99 001 Temp Int. Loan-Fm#001 Curr Exp.	0.00	0.00	0.00	0.00	25,000.00	0.00
380 Non Revenues	0.00	0.00	0.00	0.00	25,000.00	0.00
397 00 00 010 Trans In-Fm 635 PRSA	118,450.00	122,000.00	121,900.00	127,000.00	127,000.00	130,000.00
397 76 00 031 Trans In-Fm #001 CE	0.00	0.00	0.00	8,768.00	0.00	0.00
397 Interfund Transfers	118,450.00	122,000.00	121,900.00	135,768.00	127,000.00	130,000.00
TOTAL REVENUES:	215,441.05	231,435.30	257,314.76	265,421.05	282,698.00	297,718.00
576 20 10 000 Salaries & Wages	87,055.17	100,596.70	103,657.01	103,400.95	108,000.00	111,000.00
576 20 20 000 Benefits	12,609.37	13,677.77	13,498.81	14,231.01	15,000.00	15,450.00
576 20 31 000 Office & Operating Supplies	20,633.14	23,506.00	26,324.64	20,122.66	27,000.00	27,000.00
576 20 31 001 Operating Supplies-Concessions	3,263.53	2,155.22	1,192.68	2,307.27	1,500.00	1,500.00
576 20 35 000 Small Tool & Minor Equipment	194.03	0.00	487.98	0.00	500.00	500.00
576 20 40 001 Other Interfund Sys & Chgs	2,899.69	2,356.76	3,251.76	1,694.27	1,918.00	3,018.00
576 20 41 000 Professional Services	0.00	135.51	6,925.83	136.58	0.00	1,500.00
576 20 42 000 Comm-Phone/Postage/Fx	743.53	668.99	587.33	553.99	700.00	650.00
576 20 44 000 Advertising	251.91	504.24	317.79	510.00	500.00	500.00

IV. c.

5 YEAR BUDGET COMPARISON

Account	2015		2016		2017		2018		2019	
	Actual		Actual		Actual		Actual	Appropriated	Appropriated	Comment
576 20 46 000 Insurance	11,255.00		11,942.35		9,520.41		9,907.05	10,000.00	10,211.00	
576 20 47 000 Utilities	16,609.72		20,093.22		18,901.75		19,208.85	19,000.00	19,500.00	
576 20 48 000 Repairs & Maintenance	507.09		858.55		5,174.25		233.13	5,000.00	5,000.00	
576 20 49 000 Misc-Reg/Dues/Subscriptions	590.00		245.00		356.21		360.00	600.00	500.00	
576 20 51 000 Election Costs	0.00		0.00		0.00		8,768.00	0.00	0.00	
576 20 53 000 External Taxes-Sales-B&O Taxes	6,475.58		5,828.97		7,552.52		4,914.22	8,000.00	8,000.00	
576 Park Facilities	163,087.76		182,569.28		197,778.97		186,347.98	197,718.00	204,329.00	
581 20 00 099 Interfund Loan Repay - To CE	10,000.00		10,000.00		0.00		0.00	25,000.00	0.00	
580 Non Expenditures	10,000.00		10,000.00		0.00		0.00	25,000.00	0.00	
592 76 82 000 Interest On Interfund Loan	31.32		38.62		0.00		0.00	40.00	0.00	
592 Debt Service - Interest Costs	31.32		38.62		0.00		0.00	40.00	0.00	
594 76 63 001 Pool Lane Ropes	0.79		0.00		0.00		0.00	0.00	0.00	
594 76 63 002 Pool Equipment Replacement	9,141.04		6,888.86		0.00		10,789.15	5,000.00	5,000.00	
594 76 63 003 Pool Sand Filter Rebuild	0.00		0.00		25,838.12		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	2,500.00	
594 76 63 009 DOE Solar/Energy Grant Project	2,844.46		-3.21		0.00		0.00	0.00	0.00	
594 Capital Expenditures	11,986.29		6,885.65		25,838.12		10,789.15	7,500.00	7,500.00	
508 80 01 076 Ending Fund Balance	0.00		0.00		0.00		0.00	52,440.00	85,889.00	
999 Ending Balance	0.00		0.00		0.00		0.00	52,440.00	85,889.00	
TOTAL EXPENDITURES:	185,105.37		199,493.55		223,617.09		197,137.13	282,698.00	297,718.00	
FUND GAIN/LOSS:	30,335.68		31,941.75		33,697.67		68,283.92	0.00	0.00	

IV. C.

V. B.

Leavenworth Pool Rate History

PRSA Resident

	2011	2012	2013	2014	2015	2016	2017	2018
Day Use Fees								
Under Two	-	-	-	-	-	-	-	-
General Admission Two & up	3.50	3.00	3.25	3.25	3.25	3.50	4.00	4.00
Senior	2.50	2.00	2.25	2.25	2.25	2.50	3.00	3.00
Lap Swim	3.00	3.00	3.25	3.25	3.25	3.50	4.00	4.00
Season Passes								
Family Pass	130.00	130.00	140.00	140.00	140.00	140.00	150.00	150.00
Individual Pass	75.00	75.00	80.00	80.00	80.00	80.00	90.00	90.00
Senior Pass	45.00	45.00	50.00	50.00	50.00	50.00	60.00	60.00
Swim Lessons								
Class Lessons/per student	27.00	30.00	30.00	30.00	30.00	30.00	35.00	35.00
Private Lessons	35.00	35.00	35.00	35.00	35.00	35.00	40.00	40.00
Kayaks								
	5.00	5.00	5.00	5.00	5.00	5.00	10.00	10.00

Non-PRSA Resident

	2011	2012	2013	2014	2015	2016	2017	2018
Day Use Fees								
Under Two	-	-	-	-	-	-	-	-
General Admission Two & up	4.50	5.00	5.25	5.25	5.25	5.50	6.00	6.00
Senior	3.50	4.00	4.25	4.25	4.25	4.50	5.00	5.00
Lap Swim	4.00	4.00	4.25	4.25	4.25	5.50	6.00	6.00
Season Passes								
Family Pass	160.00	160.00	170.00	170.00	170.00	170.00	190.00	190.00
Individual Pass	95.00	95.00	100.00	100.00	100.00	100.00	120.00	120.00
Senior Pass	55.00	55.00	60.00	60.00	60.00	60.00	75.00	75.00
Swim Lessons								
Class Lessons/per student	32.00	35.00	35.00	35.00	35.00	35.00	40.00	40.00
Private Lessons	35.00	35.00	35.00	35.00	35.00	35.00	40.00	40.00
Kayaks								
	5.00	5.00	5.00	5.00	5.00	5.00	10.00	10.00