

**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.