

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)  
Leavenworth City Hall Conference Room  
February 27, 2019**

## **MINUTES**

### **I. CALL TO ORDER**

PRSA Chair Mia Bretz, called the February 27, 2019 meeting of the PRSA to order at 9:00 AM.

Board Present: Mia Bretz, Jason Lundgren, Aaron Simon, Bob Bugert, Lacey Price, and Eron Drew.

City Staff Present: Chantell Steiner, Herb Amick, and Sue Cragun.

Visitors Present: Sharon Waters.

### **II. APPOINTMENT OF NEW BOARD MEMBERS**

Boardmember Simon motioned to appoint Bob Bugert, Lacey Price, and Eron Drew to the PRSA Board. The motion was seconded by Boardmember Lundgren and passed unanimously.

### **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

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

### **IV. INFORMATION ITEMS**

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

1. Draft Sign-in Sheet: Interim City Administrator Chantell Steiner addressed the sign in sheets that will be used at the pool, one for pass holders, which may be removed. She provided background on zip code surveys that were acquired in 2011 and 2017, which tracked patrons to see where they are coming from. Boardmember Bretz noted that this process is important for the use of Lodging Tax Funds. Boardmember Lundgren noted that pool staff should know the reason for the exercise in order to understand the importance of accuracy; more grant and funding opportunities could be available for pool operation. The time column is important to determine refunds for weather.
2. Credit Card Processing Update: Administrator Steiner read an email from Pool Manager Kelley Lemons regarding the pricing on the Square: \$1,447.00, plus Wi-Fi costs of \$40.00 per month, and 2% transaction fee; Parks Department will look into tapping into the sprinkler system Wi-Fi. It was stated that most pass sales come from City Hall prior to the opening of the pool season and patrons use the ATM machine at the bank next

door. Discussion of the use of the Cube being relatively inexpensive, although the cost of the cash register is the initial expense, not many options due to the wet environment. Discussion of acquiring an ATM machine, cash register that captures zip codes, and its time to update and modernize for future growth. Boardmember Lundgren noted that he uses the Cube at his business, Boardmember Drew shared her experience of using the Cube during Farmers Market with Wi-Fi from her phone and a \$1.00 charge for cash. Boardmember Simon will follow up with Tibor Lak regarding the lease of an ATM machine. Boardmember Price suggested the use of different payment methods, such as pay pal, express bill pay, buy a pass online or pay for a ticket. There was discussion on how to process paperwork; Boardmember Bretz would like to move forward with online registration.

3. Zip Code Survey: Discussion of the 2017 Zip Code survey from the packet. The chart shows that approximately 25% of the patrons come from outside of the PRSA boundary, which equates to approximately \$10,000. Administrator Steiner noted that the data is primarily from walk in patrons during "open swim". The 2011 data shows more tourism data with 50% of the patrons coming from outside of the PRSA boundary. Discussion of the increase in season pass holders over the years, which fluctuates due to pool issues and weather. It was noted that the pool was initially constructed with some use of Lodging Tax Funds, and now the maintenance bill will be partially funded with the same. Public Works Director Herb Amick briefly addressed the upcoming repair work to the surge tank and resurfacing of the pool; he also stated that the diving board will need repairs soon. Administrator Steiner confirmed that the pool has reserves as of now, began saving in 2014 to slowly build a reserve, the City steps in when there is an emergency.

B. Entity Liability Exposure Questionnaire Policy Year 2019 – To be Completed Online

Administrator Steiner noted that the PRSA fills out a liability exposure questionnaire annually. She addressed the different types of insurance used for the pool.

C. 2018 Final City Pool Budget Position through December 31, 2018

Administrator Steiner addressed the 5-year budget comparison document, which came in on que from the budget perspective. She addressed the numbers, and noted that the pool is doing well. She noted changes in account numbers that identify the swim team versus swim lessons. Discussion of the interfund loan repayment and the lack of money in the reserves.

D. 2018 Annual Report– Due by May 30, 2019

Administrator Steiner stated that the PRSA Annual Report is due on May 30, 2019; Deputy Clerk Tami Gates will be assisting in the process. She said that she will need a Board Member to participate in the review process. Boardmember Price questioned if the Board can receive donations; she would like to reach out to groups who are supportive of the pool and request funding; she may want to explore additional opportunities in the future. Brief discussion of investment portfolio and the operation of the City's finances.

E. 2019 Levy Update - \$130K to \$162K

Administrator Steiner stated that the County provided the City with an opportunity to receive additional funding in the amount of \$162,000 annually; this amount will slowly increase in

subsequent years.

F. Strategic Planning Discussion Continued

Boardmember Simon shared a brief background of the PRSA, the map, the thought of a larger boundary, an update to the Interlocal Agreement; will the PRSA remain the same, was initially formed to build a pool, or do they seek to expand services and boundary; Board needs to start thinking about it, there is no demand for the change yet. Boardmember Bretz addressed the retirement of the Interlocal Agreement, thoughts of a community center, covered pool, etc. Looking at community outreach, which has been worked out in subcommittee meetings. Boardmember Simon stated some background regarding the levy collection increase for the PRSA. Boardmember Price noted that it is a good idea to find if the Interlocal Agreement fills the needs of the district, doesn't want it to get lost, take another look at the model. Boardmember Bretz addressed a community center and working with a no-profit group to assess the needs of the community.

1. County Support for Reformation of PRSA Prior to December 2020

i. Election Process and Costs: Administrator Steiner stated that the City has always paid for the cost of the election; however, this year the City wants the PRSA to know the costs for future reference. This charge was included in the Pool's budget this year for a total of \$8,768 for the cost of the last 2 elections and was offset by a direct transfer from the City's General Fund for a net zero effect to the Pool Fund.

ii. Boundary and Original Election Results Review – Not reviewed.

iii. Interlocal Agreement with County – Not reviewed.

iv. Interlocal Agreement with City – Not reviewed.

2. Our Valley Our Future Grant Funding Update: Boardmember Simon gave a brief background and update to the new board members on the past meetings to organize the application process for grant funding for a survey regarding a community center; the PRSA was not awarded funding from that application process in 2018.

**V. ACTION ITEMS**

A. Elect Chair, Vice-Chair, and Secretary

Boardmember Bretz stated the three positions that are available for nominations. Administrator Steiner stated that in a normal committee the secretary types minutes and prepares the packet and annual report; however, as volunteer for the Board she fulfills these duties currently. She noted that if the group wants to expand services/program further than the Pool that the City will have to step back as volunteers. She added that the Board has the ability to also set-up subcommittees for smaller projects to not violate the open public meetings act.

Boardmember Bretz motioned to appoint Aaron Simon to the position of PRSA Chairman. The motion was seconded by Boardmember Price and passed unanimously.

Boardmember Simon motioned to appoint Jason Lundgren to the position of PRSA Vice-Chairman. The motion was seconded by Boardmember Bretz and passed unanimously.

Boardmember Lundgren motioned to appoint Lacey Price to the position of PRSA Secretary. The motion was seconded by Boardmember Simon and passed unanimously.

**B. Fee Schedule – Rate Recommendations for 2019 Season – Rate History Sheet Included**

Administrator Steiner stated that it is important to make a decision on rate increases, as the passes go on sale soon. She confirmed that there were no increases in 2017 or 2018. She noted that the dissolution of the PRSA will be extended to 2022, due to the new three-year loan debt. Discussion of impacting locals who just happen to fall outside of the PRSA. Boardmember Bretz stated that there has never been an increase plan in place. Discussion of dealing with change and pool staff. Boardmember Simon doesn't see a need to change the rates until there is a need within the budget. Discussion to develop a step increase based on CPI this year. Boardmember Price stated that there is justification to raise rates because of resurfacing, long term sustainability, and to create reserves. Boardmember Simon would like to further discuss in a subcommittee meeting. It was noted that minimum wage is increasing incrementally, pool rates may need to increase in unison. Administrator Steiner noted that the current 2019 Budget addresses the wage increases while continuing to increase reserves. Boardmember Drew stated that building up the reserves is key, will keep the Board from going to the voters, and act as a safety net. Boardmember Lundgren asked for a rate comparison from local entities; it was noted that this has been done and that Manager Lemons looks at this often to ensure we are in alignment with other local pools.

Boardmember Bugert motioned to retain the 2018 rates and fees until there is a more in-depth analysis of reserves. The motion was seconded by Boardmember Price and passed unanimously.

**VI. ADJOURNMENT**

Seeing no other business, Boardmember Simon moved to adjourn the February 27, 2019 regular meeting of the Upper Valley Park and Recreation Service Area. The motion was seconded by Boardmember Lundgren and passed unanimously. The meeting adjourned at 10:40 AM.

Respectfully Submitted by Sue Cragun, Executive Assistant, City of Leavenworth.