

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

**Wednesday, August 21, 2019 9:00 a.m.
Leavenworth City Hall Conference Room**

I. Roll Call

II. Approval of Consent Agenda

- A. Approval of Agenda
- B. May 15, 2019 Minutes
- C. Claims Items from May 1, 2019 – July 31, 2019 = \$62,631.25

III. Information Items

- A. Pool Manager & Facility Update – Kelley Lemons & Herb Amick
 - 1. Consideration of Grass/Fence Area Paving with Resurface Project
- B. 2019 City Pool Budget Position through 7/31/2019 – Chantell Steiner
- C. Strategic Planning Discussion Continued
 - 1. Subcommittee Update – Community Center
 - 2. Next Steps

IV. Action Items

V. Adjournment

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)
Leavenworth City Hall Conference Room
May 15, 2019**

MINUTES

I. CALL TO ORDER

PRSA Chair Aaron Simon, called the May 15, 2019 meeting of the PRSA to order at 9:00 AM.

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

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

Visitors Present: Sharon Waters and Marco Aurilio.

II. APPROVAL OF CONSENT AGENDA

- A. Approval of Agenda
- B. February 27, 2019 Minutes
- C. Claims Items from January 1, 2019 – April 30, 2019 = \$15,500.00

Boardmember Lundgren moved to approve the consent agenda. The motion was seconded by Boardmember Price 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 for the surge tank and concrete heaving by Slabjack. He noted that the resurface portion of the project will occur this fall. He stated that the diving board has been decommissioned due to a crack down the center and asked the Board on options for replacement. A new diving board will cost between \$2,000-\$3,000 and alternatively an enclosed slide option will run about \$14,000. The Board discussed the pros and cons of either amenity versus removal and taking comments from pool users this season on a preferred replacement. The Board reviewed the age group and skill sets of users, expectations for replacement, concerns with not replacing right away, and liability exposures for either amenity. It was noted that it might be more beneficial to hold off replacement allowing for users to voice their recommendations this year and to consider the replacement in the fall with the resurface project. Chair Simon stated that he would work with Manager Lemons on creating a survey for users to fill out. In addition, the Board discussed the current fenced and grass area that has previously been discussed for paving to create more suitable deck area; this will be discussed further at the August meeting.

Pool Manager Kelley Lemons updated the Board on the progress towards adding the option for purchase by credit cards. She noted that the wi-fi has been established and that she is working on setting up a merchant account with Cashmere Valley Bank. She noted concerns with some of the other options, such as the Square, that required personal information for set-up that is not acceptable for city staff to do. She stated that a waterproof cash machine is extremely expensive to implement and it would not gather the zip code data that was identified as an important tracking factor by the Board. The Cashmere Valley Bank Merchant Account does require a year-round

contract; however, the off months will be a low monthly statement fee of about \$13 per month. The account will include a 4% surcharge fee that is intended to offset the monthly fees of the program. The initial set-up costs are not yet determined as that will vary depending on the type of equipment that is utilized. Manager Lemons stated that she will also be doing the sign-in sheet to gather the zip code data. She then updated the Board on the progress towards opening by Memorial Day weekend noting that applications for lifeguards are underway and she provided a copy of the pre-season schedule. She identified a few swim lesson groups that she is working on with the School District and a program for a group of migrant workers. In closing, she stated that all new rescue equipment and backboards have been replaced, deck chairs are maintaining, and that she would like to remind the Board of the need to consider acquiring some shade options in the future.

B. 2019 City Pool Budget Position through 4/30/2019 – Chantell Steiner

Finance Director Steiner reviewed the year to date totals noting that more activity will occur once the pool opens. She identified the incoming revenue of \$15,500 from the County that is occurring in May and the future property tax revenues still to come. She then reviewed the increased costs to date on utilities, due to the leaking surge tank, and noted that staff training (Misc-Reg/Dues/Subscriptions line item) has occurred for the utility crew employees that are certified to maintain the pool chemicals. In reviewing the capital costs, she identified the surge tank replacement cost to date and reminded the board that the rest of the project would be in the fall.

C. Enduris 2018 Annual Report

Director Steiner stated that the 2018 Annual Report for Enduris has been received and provided copies for review if needed. She explained to the Board the two types of insurance coverage noting that the Enduris coverage is specific to board related actions while the City's liability coverage covers the facility, employees, and claims for damages.

Director Steiner stated that the City's Deputy Clerk, Tami Gates, is currently finishing up the PRSA's 2018 Annual Report, which is due by May 30, 2019. She said it will be ready for a review by next week. Chair Simon volunteered to conduct the review this year with city staff.

D. Strategic Planning Discussion Continued

1. County Support for reformation of PRSA Prior to December 2022
 - i. Boundary and Original Election Results Review
 - ii. Interlocal Agreement with County
 - iii. Interlocal Agreement with City
 - iv. Next Steps

Chair Simon updated the Board on the past discussions related to the reformation by December 2022 noting that this date is triggered by the final debt payment of the new 3-year loan with the City. He stated that the Board has looked at consideration to boundary adjustments and noted that history shows Leavenworth city residents are the bulk of the positive election results; outside city limit residents vary by location and typically drop down in approvals as they get further out on the boundary. He added that the PRSA will need to address updating the interlocal agreements with both the County and the City as this deadline approaches. The next steps will be discussed at the August meeting as the subcommittee is meeting next week on the concept of a Community Center.

2. Subcommittee Update – Community Center

Chair Simon and Boardmember Bretz updated the Board on the past meetings of the subcommittee

and stated that the meeting next week will delve into whether it is more beneficial to continue this discussion for the PRSA to consider or to create a separate 501(c)(3) organization. Chair Simon asked city staff if they can provide information on funding sources, in particular, the question of whether or not the PRSA or City can enact a sales tax levy for a Community Center. The Board briefly discussed grant opportunities that may include a Recreation & Conservation Office (RCO) Grant, local grants, and direct allocations from the State Legislature that will have new opportunities in 2020 for the 2021 year. Chair Simon reminded the Board that the subcommittee had applied for an Our Valley Our Future grant to do a survey and consider funding for a full-time Park & Recreation Coordinator; however, funding was not provided as it appeared that this program was not as ready as other competitive requests and the question of whether Leavenworth needs funding was a challenge. He noted that in researching the costs for a Coordinator, it was determined that the tax collection would need to be about eight cents per thousand of assessed value; with the last levy request of eleven cents per thousand barely passing after two election attempts, it is likely that the voters would not support this additional cost. Boardmember Bretz stated that the discussions on strategic planning have been ongoing over the last three years with many options being explored. She said that at this point, if there is not some leadership coming forward from the subcommittee, this will likely need to be tabled until there is more interest. Board members concurred that a survey to the community is a crucial first step.

IV. ACTION ITEMS

None.

V. ADJOURNMENT

Seeing no other business, Boardmember Bretz moved to adjourn the May 15th meeting of the Upper Valley Park and Recreation Service Area. The motion was seconded by Boardmember Lundgren and passed unanimously. The meeting adjourned at 10:34 AM.

Respectfully submitted by Chantell Steiner.

Upper Valley Park & Recreation Service Area

Check Register

May 1, 2019 – July 31, 2019

Total Expenditures for the Period: \$62,631.25

Signed	Date
Staff Volunteer	Date

Expenditure Detail Report

Chelan County of Washington
 05/01/2019 through 07/31/2019

expdetl.rpt
 08/07/2019 4:56PM
 Periods: 5 through 7

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	15,500.00	0.00	-15,500.00	0.00
57600.60.000 Capital Outlay						
5/21/2019 apinvoice IN 2019-02		60,000.00				
Vendor: 100383 CITY OF LEAVENWORTH Check # 841787						
57600.60.000 Capital Outlay	0.00	60,000.00	75,500.00	0.00	-75,500.00	0.00
Total Upper Valley Park & Rec	0.00	60,000.00	75,500.00	0.00	-75,500.00	0.00

II.C.

Expenditure Detail Report
Chelan County of Washington
05/01/2019 through 07/31/2019

H.C.

677 Upper Valley Park & Rec
110 Upper Valley Park & Rec Bond

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
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
59276.80.000 Bond Payment Interest						
6/1/2019 bip GJ 7760A		2,631.25				
59276.80.000 Bond Payment Interest	0.00	2,631.25	2,631.25	0.00	-2,631.25	0.00
Total Upper Valley Park & Rec Bond	0.00	2,631.25	2,631.25	0.00	-2,631.25	0.00
Total Upper Valley Park & Rec	0.00	62,631.25	78,131.25	0.00	-78,131.25	0.00
Grand Total	0.00	62,631.25	78,131.25	0.00	-78,131.25	0.00

5 YEAR BUDGET COMPARISON

City Of Leavenworth
 MCAG #: 0222

All Years Thru July 31

176 Community Swimming Pool

Account	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2019 Appropriated	2020 Appropriated	2020 Comment
308 10 01 076 Reserved Beginning Net Cash & Invest	30,335.68	31,941.75	33,697.67	68,283.92	68,284.00	0.00	
308 Beginning Balances	30,335.68	31,941.75	33,697.67	68,283.92	68,284.00	0.00	
347 30 00 000 Pool Pass Ent. Fees	30,280.00	34,561.00	34,394.00	34,050.80	34,000.00	0.00	
347 30 00 001 Pool Concession Fees	2,518.89	1,497.10	1,789.00	1,317.68	2,000.00	0.00	
347 30 00 002 Pool Daily Ent. Fees	23,765.20	25,745.70	24,093.94	21,360.37	41,000.00	0.00	
347 30 00 003 Pool Rental Fees	330.00	3,625.00	624.00	740.00	3,500.00	0.00	
347 30 00 004 Pool Swim Lessons	20.00	9,120.00	9,411.00	11,253.00	13,000.00	0.00	
347 30 00 005 Pool Swim Special Lessons Rate	1,440.00	300.00	3,060.00	3,750.00	3,000.00	0.00	
347 30 00 006 Swim Team Rental	0.00	0.00	0.00	0.00	4,500.00	0.00	
340 Charges For Goods & Services	58,354.09	74,848.80	73,371.94	72,471.85	101,000.00	0.00	
361 11 17 060 Investment Interest	7.50	112.30	349.06	807.32	400.00	0.00	
367 11 01 076 Pool Donations	160.00	125.00	141.00	135.71	150.00	0.00	
369 91 01 076 Miscellaneous Revenue	0.00	0.00	0.00	496.52	0.00	0.00	
360 Interest & Other Earnings	167.50	237.30	490.06	1,439.55	550.00	0.00	
381 10 99 002 Interfund Loan - FM CE Multiyear	0.00	0.00	0.00	0.00	61,045.00	0.00	
380 Non Revenues	0.00	0.00	0.00	0.00	61,045.00	0.00	
397 00 00 010 Trans In-Fm 635 PRSA	67,000.00	67,400.00	65,000.00	75,500.00	165,000.00	0.00	
397 76 00 031 Trans In-Fm #001 CE	0.00	0.00	0.00	0.00	61,045.00	0.00	
397 76 00 035 Trans In-Fm #104 LT	0.00	0.00	0.00	0.00	61,045.00	0.00	
397 Interfund Transfers	67,000.00	67,400.00	65,000.00	75,500.00	287,090.00	0.00	
TOTAL REVENUES:	155,857.27	174,427.85	172,559.67	217,695.32	517,969.00	0.00	
576 20 10 000 Salaries & Wages	33,878.05	33,852.65	33,473.67	37,663.81	111,000.00	0.00	
576 20 20 000 Benefits	3,399.55	3,237.50	3,186.27	3,716.94	15,450.00	0.00	
576 20 31 000 Office & Operating Supplies	16,122.43	20,600.74	15,919.16	21,719.65	27,000.00	0.00	
576 20 31 001 Operating Supplies-Concessions	1,960.75	975.76	1,407.00	507.70	1,500.00	0.00	
576 20 31 002 Credit Card Service Charges	0.00	0.00	0.00	117.92	0.00	0.00	
576 20 35 000 Small Tool & Minor Equipment	0.00	129.86	0.00	53.06	500.00	0.00	
576 20 40 001 Other Interfund Svs & Chgs	1,843.50	1,968.00	1,438.50	2,263.50	3,018.00	0.00	
576 20 40 005 External Taxes-Sales-B&O Taxes	3,364.11	3,694.13	2,316.32	3,618.08	8,000.00	0.00	

III. B.

5 YEAR BUDGET COMPARISON

City Of Leavenworth
MCAG #: 0222

Time: 16:52:23 Date: 08/07/2019
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176 Community Swimming Pool

Account	2016		2017		2018		2019		2020	
	Actual		Actual		Actual		Actual	Appropriated	Appropriated	Comment
576 20 41 000 Professional Services	135.51		0.00		136.58		0.00	1,500.00	0.00	
576 20 42 000 Comm-Phone/Postage/Fx	416.06		358.52		322.11		660.59	650.00	0.00	
576 20 44 000 Advertising	373.24		173.67		342.00		193.01	500.00	0.00	
576 20 46 000 Insurance	9,251.35		6,751.41		7,083.05		7,018.00	10,211.00	0.00	
576 20 47 000 Utilities	9,110.51		9,343.84		9,922.36		11,639.31	19,500.00	0.00	
576 20 48 000 Repairs & Maintenance	660.44		5,028.85		186.53		2,019.80	5,000.00	0.00	
576 20 49 000 Misc-Reg/Dues/Subscriptions	245.00		356.21		288.00		1,351.00	500.00	0.00	
576 Park Facilities	80,760.50		86,471.14		76,021.55		92,542.37	204,329.00	0.00	
592 76 82 000 Interest On Interfund Loan	0.00		0.00		0.00		0.00	315.00	0.00	
592 Debt Service - Interest Costs	0.00		0.00		0.00		0.00	315.00	0.00	
594 76 63 002 Pool Equipment Replacement	6,888.86		0.00		953.92		0.00	5,000.00	0.00	
594 76 63 003 Pool Sand Filter Rebuild	0.00		25,838.12		0.00		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	
594 76 63 010 Pool Resurface / Surge Tank Replacement	0.00		0.00		0.00		26,942.06	183,140.00	0.00	
594 Capital Expenditures	6,888.86		25,838.12		953.92		26,942.06	190,640.00	0.00	
508 80 01 076 Ending Fund Balance	0.00		0.00		0.00		0.00	122,685.00	0.00	
999 Ending Balance	0.00		0.00		0.00		0.00	122,685.00	0.00	
TOTAL EXPENDITURES:	87,649.36		112,309.26		76,975.47		119,484.43	517,969.00	0.00	
FUND GAIN/LOSS:	68,207.91		62,118.59		95,584.20		98,210.89	0.00	0.00	

III. B.