

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)  
Leavenworth City Hall Conference Room  
August 21, 2019**

# **MINUTES**

## **I. CALL TO ORDER**

PRSA Chair Aaron Simon, called the August 21, 2019 meeting of the PRSA to order at 9:00 AM.

Board Present: Aaron Simon, Jason Lundgren, Bob Bugert, 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. May 15, 2019 Minutes
- C. Claims Items from May 1, 2019 – July 31, 2019 = \$62,631.25

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

Boardmember Lundgren gave a brief update on the replacement of the Peshastin Community Council position that was recently vacated by Boardmember Lacey Price; he noted that he is in discussions with the Peshastin Council on finding a new member for the PRSA.

## **III. INFORMATION ITEMS**

- A. Pool Manager & Facility Update – Kelley Lemons & Herb Amick

Pool Manger Kelley Lemons updated the Board on training of new employees, increases in swim lessons this year, and noted that the budget is trending well in comparison to previous years. She reviewed the new credit card option noting that it has been successful as implemented; Finance Director Chantell Steiner stated that she is seeing use of about 25% of revenues this year. Manager Lemons reviewed the sign-in sheet process that has not been as successful as anticipated; many people choose not to fill it out or provide inaccurate information that does not produce viable data, she will provide what data was gathered at the November meeting. In closing, she stated that some adults have questioned the replacement of the diving board; however, the children have enjoyed the extra swimming/jumping area.

Public Works Director Herb Amick updated the Board on the resurfacing project that has been inspected by the contractor. After further review this spring, the contractor has recommended an increase in the costs to address additional tile work in the shallow end, replacement of the plastic coping along the edges, and the need to address a structural crack that has been found. He noted the estimated increase in costs will be approximately \$11,000. Director Steiner stated that due to the additional property taxes this year the Pool Fund has the reserves to address this project cost increase without further support from the City.

## B. 2019 City Pool Budget Position through 7/30/2019 – Chantell Steiner

Finance Director Steiner reviewed the year to date totals of the City's Pool Budget noting that revenues and expenses are trending as anticipated. She identified the new line items for tracking the credit card revenues/expenses and stated that the capital project loan funds would be transferred later when the project gets underway. She provided a handout on budget amendments that the City Council approved in April that includes increases to the beginning and ending fund balances and transfers for the property taxes, loan/interest, and project support funding from the City's General Fund and Lodging Tax Fund. She reviewed options for the Board to consider on repayment of the loan earlier due to the increased property taxes. The Board identified the low loan interest costs of less than \$300 a year and supported continuing with the 3-year loan as that would also benefit the entities existence through 2022 instead of 2020.

Chair Simon reviewed the history of past Board discussions on other capital improvements to consider which included replacement of the diving board with a new board or possibly a slide, purchasing shade options for the deck areas, and removal of the grass area to expand and provide more use. Director Amick stated that the grass area generally is not utilized and can be problematic for parks maintenance; he suggested seeking options for paving or some other type of surface area. The Board asked that he research this further and provide quotes at the November meeting. There was some concern at adding more pavement, which can be hotter, and if this was implemented it would be critical to look at purchasing shade options. Director Amick added that the trees in Lyon's Park are also detrimental to the pool from the leaves and seeds that cause damage to the deck and surface areas. There was discussion on future changes to Lyon's Park; however, the current trees are not likely to be removed over the short term. City Administrator Joel Walinski identified another item that has not been previously discussed and that would be to consider a cloud-based option for water chemistry monitoring; he estimated this to be in the range of about \$8,000 to initiate and could be lower for annual maintenance costs. This monitoring would reduce city staff time and could be considerably cheaper for the City to assist in the maintenance that is not charged to the Pool Fund.

## C. Strategic Planning Discussion Continued

Visitor Marco Aurilio spoke to the Board regarding his research and previous discussions to consider options for a year-round covered pool facility. He said that he has spoken with local hotels and the school district and is confident, with the right advertising, that it could be profitable if relationships are made to ensure year-round use. He identified a past estimate of approximately \$380,000 that would cover a dome type structure that could be utilized in the colder months.

### 1. Subcommittee Update – Community Center

Chair Simon provided a brief update on the past meetings of the subcommittee and noted the concerns with mixed messages of funding a community center to the voters that ultimately may have caused the failure of the 3-cent additional levy request in 2018 to resurface the pool. He stated that Mr. Aurilio's ideas for covering the pool as well as building an Ice Rink are excellent ideas; however, the will of the voters is critical to understand when asking for new major capital improvements/projects. He reviewed the history of the committee's tasks including ideas for open public houses and seeking grants for conducting a Community Needs Assessment that have been unsuccessful to date. He explained that grants are very challenging to acquire due to the lack of knowledge of the PRSA's boundaries and mission and the fact that it is continually misunderstood to be a Leavenworth centric request. He added that some suggestions from community members has been to utilize space for community center type activities at the new schools; however, those are limited and generally booked for other activities already.

### 2. Next Steps

Chair Simon stated that the next step is to continue seeking ways to fund a Community Needs Assessment Study that should include questions on not only a community center but also recreational opportunities in general. Boardmember Bugert stated that there may be some opportunity to get some funding from the County Economic Development Funds, possibly the Icicle Fund or Trust for Public Lands. Chair Simon would like to learn more about the County's funding sources and how to apply for them. He recalled the meetings regarding the Icicle and Trust funds that would be difficult and possibly not viable as those funding agencies do not purchase land with buildings, such as Osborn Elementary, that could be converted into a community center. Boardmember Bugert added that it might be a better fit to apply under the PRSA as that entity encompasses the unincorporated area of Chelan County and would be viewed differently than the City of Leavenworth; he added that he would bring Economic Development Director Blake Baldwin to the November meeting to assist further in brainstorming ideas for funding a community center. Boardmember Bugert stated that the County will be opening the call for Lodging Tax Advisory Committee (LTAC) funds on September 1<sup>st</sup> and identified a new funding program for capital requests that the County has allocated \$500,000 to apply for; applications will be due in October with awards being made in November. This funding may be a good opportunity to seek support for acquisition or improvements to Osborn Elementary if that is a viable option in the near future. Chair Simon stated that the committee received an estimate for a Community Needs Assessment that was previously quoted at \$15,000 by Colin Brine with Be Clearly. He reviewed research he has done on all the state tax options through the Municipal Research Services Center (MRSC) and found that there are no sales tax options available for the PRSA at this time. Administrator Walinski stated that city staff could put together a Request for Proposal for the study; he asked Chair Simon to forward a copy of the previous request to Mr. Brine or a statement of work that is needed for the assessment study.

#### **IV. ACTION ITEMS – ADDED BY BOARD**

1. Boardmember Lundgren motioned to approve funding for a Community Needs Assessment for the future of the PRSA including recreation in the Upper Valley with a not to exceed amount of \$15,000. The motion was seconded by Boardmember Bretz and passed unanimously.
2. Boardmember Lundgren motioned to approve the increase of \$11,112.33 for the resurfacing of the Pool Contract with W.M. Smith & Associates, Inc. The motion was seconded by Boardmember Bretz and passed unanimously.

Director Steiner noted that the motions made will be incorporated within the City's Pool Budget via a budget amendment with the Leavenworth City Council.

The Board had a brief discussion on the recent All City Block Party in Leavenworth noting the wonderful success and turnout of nearly 350 residents and the need to cultivate more opportunities for community connections such as this.

#### **V. ADJOURNMENT**

Seeing no other business, Boardmember Bretz moved to adjourn the August 21<sup>st</sup> meeting of the Upper Valley Park and Recreation Service Area. The motion was seconded by Boardmember Lundgren and passed unanimously. The meeting adjourned at 10:20 AM.

Respectfully submitted by Chantell Steiner.