

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)
Leavenworth City Hall Conference Room
November 20, 2019**

MINUTES

I. CALL TO ORDER

PRSA Chair Aaron Simon, called the November 20, 2019 meeting of the PRSA to order at 9:02 AM.

Board Present: Aaron Simon, Jason Lundgren, Eron Drew, Mia Bretz and Laurie Malmquist (newly appointed).

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

Visitors Present: Sharon Waters and Marco Aurilio.

II. APPOINTMENT OF NEW BOARD MEMBER

Boardmember Lundgren motioned to appoint Laurie Malmquist as representative to the vacant position for the Peshastin Community Council. The motion was seconded by Boardmember Bretz and passed unanimously.

III. APPROVAL OF CONSENT AGENDA

- A. Approval of Agenda
- B. August 21, 2019 Minutes
- C. PRSA Claims Items from August 1, 2019 – October 31, 2019 = \$18,300.00

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

IV. INFORMATION ITEMS

A. Pool Manager & Facility Update

Pool Manager Kelley Lemons provided the Board with an update on the credit card transition noting that it went well. She stated that swim lessons were up this year, which will require looking at restructuring the lessons schedule; she said there has been an increase in private lessons and that enrollments in group lessons are declining, particularly in the more advanced classes. She discussed how staff has administered private lessons in the past and the need to reexamine the process to ensure that all lessons are billed appropriately for the Pool Fund revenues. The Board discussed ideas for better efficiency and to look at options for adding a second instructor to group lessons when needed, as well as, consideration for increasing wages to be competitive with downtown businesses and consideration of incentives for retention purposes; wages will be reviewed at the February meeting. Manager Lemons reviewed the zip code data collected this year that has not yet been fully compiled; she stated that there were issues in getting accurate information as was anticipated; overall data does show that the Pool is highly used by local residents Monday through Friday and that visitors are likely a good percentage of the weekend use. She will provide the completed data at the February meeting. The Board identified that there is no real marketing of the pool, for instance to hotels/motels or the schools, and that the use is geared towards local residents.

Public Works Director Herb Amick updated the Board on the construction of the pool resurfacing. He stated that the cooler temperatures this fall affected the contractor's ability to complete the project and that they are scheduling completion in spring prior to the opening for the Memorial Day weekend. There was a brief discussion on the total of four change orders to date that total approximately \$18,000.

Manager Lemons reported that there were no major concerns from pool users at the lack of the diving board this year; she stated that she believes most were okay with this as they anticipate something to be added next year, either a new diving board or slide feature. She said that the children enjoyed the extra area for swimming. Chair Simon reviewed the previous discussions by the Board for a diving board versus a slide noting that the preference is a slide as the depth of the area is challenging for a diving board. There was a brief discussion on the cost of a slide that will be in the range of \$16,000 to \$22,000. Director Amick reviewed additional costs to remove the grass area, add plumbing for a water slide, and removal of concrete and potentially adding bleachers. He stated that installation of concrete alone is estimated at about \$20,000 and consideration of shaded areas can range from \$10,000 to \$30,000 depending on how large of an area is covered; \$10,000 covers about a 20 square foot section. Boardmember Lundgren stated that he would like to see the results of the Community Needs Assessment before adding further improvement projects; however, he would like to see a Wi-Fi option included for the public next year.

B. 2019 City Pool Budget Position through 10/31/2019 and 2020 New Proposal

Finance Director Chantell Steiner reviewed the City's year to date totals for revenues and expenditures noting that a majority of the items are on target as planned. She stated that the costs for the credit card processing and new internet access is included; she noted that approximately 25% of revenues came in via credit cards and that she anticipates this to be closer to 50% next year as it will be up and running at the beginning of the season. She identified the proposed 2020 budget changes that includes the carryover of the resurface project and minor amendments to some revenues and expenses based on prior year totals.

C. City Original 2019 – 2020 Pool Budget

Director Steiner stated that this is informational for the Board as the City adopts a biennial budget while the PRSA is only authorized to adopt annual budgets. She stated that recommended changes to the 2020 budget will be presented to the City Council in April.

D. Upper Valley Park & Rec – Regular Levy Preliminary Values for 2020 Tax Year

Director Steiner reviewed the District's total levy value of \$1,645,585,881 and the 1% increase allowed in addition to increases from construction, annexations and refunds. The total allowable estimated increase will go from \$162,086.18 to \$166,049.54; an increase of \$3,963.36 for the District. There was a brief discussion as to how annexations are added by entities; Director Steiner stated that she would contact the Assessor to find out why revenues have been increased in prior years for the PRSA while no requests for annexations have actually occurred.

E. 2020 PRSA Budget Document Review

Director Steiner asked the Board if they have any recommended change for the 2020 Budget Document; the Board reviewed some questions regarding the closure of the bond fund and noted that everything looks to be in good order. Director Steiner identified the ability for the Board to consider appointment of a Secretary to fill that vacancy; she added that new appointments will occur in February. The Board discussed appointment of Boardmember Malmquist who is willing to take on the appointment at this time.

Boardmember Lundgren motioned to appoint Laurie Malmquist to the vacant position of Secretary. The motion was seconded by Boardmember Bretz and passed unanimously.

F. 2020 Meeting Dates

The Board reviewed the normal dates of the 3rd Wednesday for the quarterly meetings and discussed the need to readjust the date for February and May; February to be the 4th Wednesday to avoid mid-winter break and May to be the 2nd Wednesday to allow for additional time before opening for the season with the resurface project occurring. The Board confirmed the final dates for 2020 to be February 26, May 13, August 19, and November 18. Director Steiner noted some potential concerns for Boardmember Bugert and said she would review the dates with him; if further accommodation is needed, she will send out a doodle poll to see if a better day of the week or week of the month is preferred.

G. Strategic Planning Discussion Continued

1. Request for Proposal – Community Needs Assessment

City Administrator Joel Walinski reviewed the Request for Proposal (RFP) noting that the remaining item before proceeding is to confirm the dates for release, response, deadline, interviews and award. The Board provided suggested dates that will target full completion and award by the February 26 PRSA meeting date. Administrator Walinski noted that he would provide the City Council with the final RFP at their next meeting prior to releasing the RFP on November 27th. He then provided the Board with an update on the Osborn School property that the City has an agreement for purchase with. He stated that with the new Superintendent on staff, the School District Board is working on assessing their options to surplus the property and the City will be extending the contract until June 2020 for that review.

V. ACTION ITEMS

Public Hearing: 2020 PRSA Budget – Chair Simon opened the public hearing at 10:24 AM. Hearing no comments from the public he closed the hearing at 10:37 AM.

A. Resolution 1-2019 Levy for Annual Regular Property Tax Levy / DOR Form

Boardmember Bretz motioned to approve Resolution 1-2019 approving the annual levy plus 1% for annual regular property tax collections in 2020. The motion was seconded by Boardmember Lundgren and passed unanimously.

B. Resolution 2-2019 Amending Budget for 2019

Boardmember Lundgren motioned to approve Resolution 2-2019 approving an amendment to the 2019 Budget. The motion was seconded by Boardmember Bretz and passed unanimously.

C. Resolution 3-2019 Adopting Budget for 2020

Boardmember Drew motioned to approve Resolution 3-2019 approving the adoption of a budget for 2020. The motion was seconded by Boardmember Malmquist and passed unanimously.

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

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

VI. ADJOURNMENT

Seeing no other business, Boardmember Lundgren moved to adjourn the November 20, 2019 regular meeting of the Upper Valley Park and Recreation Service Area. The motion was seconded by Boardmember Drew and passed unanimously. The meeting adjourned at 10:55 AM.

Respectfully submitted by Chantell Steiner.