

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

**Thursday, May 14, 2020 9:00 a.m.  
Leavenworth City Hall Council Chambers or Via Zoom**

Join Zoom Meeting

<https://zoom.us/j/95773011926?pwd=azdvdI83Q002NlFSMnpVY2syT1JYdz09>

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**I. Roll Call**

**II. Approval of Consent Agenda**

- A. Approval of Agenda
- B. February 13, 2020 Minutes
- C. Claims Items from January 1, 2020 – April 30, 2020 = \$0.00

**III. Action Items**

None.

**IV. Information Items**

- A. Pool Manager & Facility Update – Kelley Lemons & Herb Amick
  - 1. Chemical Remote Sensor Update
- B. 2020 City Pool Budget Position through 4/30/2020 – Chantell Steiner
- C. PRSA 2019 Annual Report – Call for Volunteer
- 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 – Process and Election Payment
    - iii. Interlocal Agreement with City – Process after Successful Election
    - iv. Next Steps
    - v. Update – Osborn Elementary Property

**V. Adjournment**

UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)  
Leavenworth City Hall Conference Room  
February 13, 2020

MINUTES

I. CALL TO ORDER

PRSA Chair Aaron Simon, called the February 13, 2020 meeting of the PRSA to order at 9:00 AM.

Board Present: Aaron Simon, Bob Bugert, Lauri Malmquist, and Eron Drew.

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

Visitors Present: None.

II. APPROVAL OF CONSENT AGENDA

- A. Approval of Agenda
- B. November 20, 2019 Minutes
- C. PRSA Claims Items from November 1, 2019 – December 31, 2019 = \$140,431.25
- D. Annual Certification of Authorized Voucher / Payroll Signatures

Boardmember Drew moved to approve adding Item III. C. Wages and Item IV.H. Chelan County Trails Update by Bob Bugert to the Agenda. The motion was seconded by Boardmember Malmquist and passed unanimously.

Boardmember Malmquist moved to approve the consent agenda as amended. The motion was seconded by Boardmember Drew and passed unanimously.

III. ACTION ITEMS

- A. Elect Chair, Vice-Chair, and Secretary

Chair Simon stated the three positions are available for nominations and that he has spoken with Board members Lundgren and Bretz on their ability to fill the position of Chair and Vice-Chair respectively; they had both noted their availability to fill those positions. He then asked Boardmember Malmquist if she would be able to continue in the position as Secretary as she was just recently appointed; she concurred her ability to continue in the position.

Chair Simon asked if there were any other nominations; hearing none, he moved to appoint Jason Lundgren as PRSA Chair, Mia Bretz as Vice-Chair and Lauri Malmquist as Secretary. The motion was seconded by Boardmember Drew and passed unanimously.

- B. Fee Schedule – Rate Recommendations for 2020 Season – Rate History Sheet Included

Chair Simon reviewed the rate history noting increases in wages over time to maintain whole dollars that avoids additional issues for the pool employees in regard to providing change (quarters). He reviewed the history noting no changes over the past three years and that the Board has typically cycled with changes about every three years. He noted that increases have occurred at about 10%

each year on passes with outside PRSA rates taking a higher increase than inside PRSA rates. Pool Manager Kelley Lemons stated that small increases over time are more palatable to users than having a large increase in any given year for both the daily and pass rates. City Administrator Joel Walinski noted that small increases in the daily and pass rates have a small effect on the total collected as a majority of the revenue does come from the property tax collections. Finance Director Chantell Steiner noted concerns with economic effects; if rates jump too quickly, it could deter residents and visitors from purchasing that will ultimately create funding issues to keep the pool in operation. She noted that nearly two-thirds of the revenues come from the property tax and that this should be considered for any larger expectations in the future for revenue growth. The Board discussed concerns with raising rates for seniors that are on fixed incomes. Manager Lemons noted that our rates are consistent with Cashmere and may be slightly lower than East Wenatchee, that our passes currently limit up to two adults per pass, and reviewed rates for the assistant managers and lifeguards in regard to set hourly rates versus lesson rates. She noted that private lessons are currently set based on a per person fee but an increase in those fees could be a reduced impact for residents if they allowed up to two people per the single fee; the Board liked this option and noted this could be identified in the rate schedule. She reviewed past concerns with private lessons in regard to booking fees that has been mitigated with current policies and the increased burden on staffing for private lessons. The Board proceeded to review the rates and discussed the following changes:

- \$1 increase for Day Use Fees for General Admission Two & Up and Lap Swims; no increase Seniors – both inside and outside PRSA.
- PRSA Pass Increases - \$15 Family, \$10.00 Individual; no increase seniors.
- Outside PRSA Pass Increases - \$20 Family, \$10.00 Individual; no increase seniors.
- Swim Lessons – Class Lessons/per student \$5 increase.
- Private Lessons - \$20 increase and allow up to 2 people per the total rate.
- Kayaks – Removed; no longer in use.

Boardmember Drew moved to recommend to the Leavenworth City Council the increase of the 2020 rates as discussed. The motion was seconded by Boardmember Bugert and passed unanimously.

C. Wages

Chair Simon spoke to the Board regarding the need to consider wage increases as the community is having compression concerns with the ever-increasing minimum wages. He said that he would like to explore ways to incentivize employees to encourage better return of trained employees each year; one idea is to consider an end of season bonus. The Board discussed options for incentives and how they may work with increases based on prompt attendance. Manager Lemons noted that the incentive of a small hourly rate increase may not be incentivizing due to the nature of the staff being young adults; however, she will consider this as an option and see if that might work through the upcoming season. The Board proceeded to review the current hourly rates and discussed the following changes:

	2019	2020	
Pool Manager	\$16.00-\$19.00	\$16.00-\$20.50	per hour
Assistant Pool Manager	\$12.50-\$16.00	\$13.50-\$17.50	per hour
Lifeguards	\$12.50-\$13.50	\$13.50-\$15.00	per hour
Lifeguards Private Lessons Rate	\$15.00	\$20.00	per hour
Concession Stand Workers/Cashier	\$12.00-\$12.50	\$13.50-\$14.00	per hour

Boardmember Drew moved to recommend to the Leavenworth City Council the increase of the 2020 wage rates as discussed. The motion was seconded by Boardmember Malmquist and passed unanimously.

#### IV. INFORMATION ITEMS

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

###### 1. Zip Code Survey

Manager Lemons provided the Board with the zip code data collected from the 2019 season. She identified the total of visitors at 25% and locals at 75%. Director Steiner noted that the 2017 zip code data resulted in the same percentages. Manager Lemons stated that she will be making some minor changes this year to the schedule to facilitate staffing availability as needed.

Public Works Director Herb Amick questioned the Board on their preference to consider construction related items this spring such as the slide/diving board, grass area conversion to concrete, shade options, and the chemical remote sensor. Director Amick and Chair Simon explained various costs for each of the projects noting that with the time involved in research and implementation it could create concerns for completion prior to the season opening. Consensus of the Board is to hold on the slide/diving board (approximately \$12K-\$15k) and concrete conversion for discussion in November with a plan to address these in the spring of 2021. The Board reviewed the past options of adding shaded areas that included sails, trees, and tables with umbrellas. Trees were noted as very problematic for the pool with falling debris while installing sails is extremely expensive due to code requirements. There are some concerns with purchasing tables and umbrellas as high winds will cause issues; no direction was given to proceed on this at this time. Administrator Walinski and Director Amick stated that the City can proceed with the chemical remote sensor during the resurfacing project this spring if the Board would like to approve a spending limit; the estimated cost for purchase and installation is \$10K-\$14K.

Boardmember Malmquist moved to approve the purchase of a chemical remote sensor with a not to exceed amount of \$15,000. The motion was seconded by Boardmember Drew and passed unanimously.

##### B. Entity Liability Exposure Questionnaire Policy Year 2020 – To be Completed Online

Director Steiner noted that the PRSA fills out a liability exposure questionnaire annually. She said that this is in conjunction with the insurance coverage for the Board.

##### C. 2019 Final City Pool Budget Position through December 31, 2019 / 2020 Changes

Director Steiner addressed the 5-year budget comparison document, which came in on que from the budget perspective. She addressed the 2019 final figures noting revenues and expenditures came in under budget; she addressed the capital project costs that will carry over into 2020. She then reviewed recommended changes to the 2020 budget that she will be presenting to the Leavenworth City Council in April.

##### D. 2019 Annual Report– Due by May 29, 2020

Director Steiner stated that the PRSA Annual Report is due on May 29, 2020. She said that she will need a Board Member to participate in the review process and will ask for a volunteer at the next

meeting.

E. Levy Update – 3-Year History and Annexations

Director Steiner stated that the Board is being provided a 3-year history of the City's and PRSA's annual property tax collection and levy rates. She said there is no action needed but wanted the PRSA to be aware of this information.

F. Community Needs Assessment

Chair Simon updated the Board on the progress with the Community Needs Assessment. He stated that the City only received one response that was ultimately rejected by the subcommittee. He stated that there were some concerns at the respondent being from the east coast and the costs involved to have them attend on-site meetings; additionally, the subcommittee would like to resubmit the proposal as a Request for Qualifications rather than Request for Proposal to get a better sense of what the true cost range should be. The subcommittee did receive other respondent comments that \$15,000 was too low and that the Board should consider \$20,000-\$25,000 to get a better response.

G. Strategic Planning Discussion Continued

Due to time constraints this item was not discussed.

H. Chelan County Trails Update – Bob Bugert

Boardmember Bugert updated the Board on strategic planning that is underway to review and look at consolidating and coordinating the County's Regional Trails Plan with other agency trails plans. He stated that the County is looking at the various plans with multiple agencies involved; agencies include Chelan County, Chelan-Douglas Regional Port, and the City of Wenatchee. He noted the various trails plans that each of the agencies have, including the Leavenworth Upper Valley Regional Trails Plan, the City of Chelan's plan and the Forest Service. He said that the County is working with SCJ Alliance to put together a consolidated draft that will then be provided to the public for further engagement. He added that the Wenatchee Chamber and Port Districts may provide some match funding. SCJ is currently working on putting together a general outline of the roles and responsibilities with the review, including inventorying all of the various plans into one single draft plan. In closing, he stated that others are being included, such as the Wenatchee Trails Coalition, and that the goals are to set priorities and support the community's desires for recreation and a non-motorized transportation system.

**V. ADJOURNMENT**

Seeing no other business, Boardmember Bugert moved to adjourn the February 13, 2020 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, Finance Director/City Clerk, City of Leavenworth.

W. A. I.

<b>AQUATIC SPECIALTY SERVICES, INC</b> 1605 SOUTH 93RD STREET #EF, SEATTLE, WA 98108 206-275-0694 phone 206 275-2229 Fax Aquaticspecialtyservices.com Business License 602-161-542 Contractors License AQUATSS996Q6	<b>ESTIMATE</b>		6405
	<b>all estimates are good for 30 days</b>		
	Terms	Date	
Net 30	2/19/2020		
Client:	Ship to:		
City of Leavenworth Attention: Accounts Payable PO Box 287 Leavenworth, WA 98826	City of Leavenworth-City Shop Attention: Tom Radach 1404 Commercial St Leavenworth, WA 98826 509-548-7418		

Washington State Public Works Act requires that workders be paid prevailing wage rates when employed on public works projects, and on public building service maintenance contracts. All sales are subject to Net 30 terms, unless otherwise stated. All credit card payments are subject to 3.5% additional processing fee. All returns are subject to restocking fees plus all freight. Chemicals are not returnable. Balances past due are subject to accrue 1% finance charge monthly. All change orders must be submitted in writing. Under no circumstances will provider be responsible for or buyer be entitled to consequential damages arising out of any delays in performance. All uncertainties are billable per term. Warranty complies with manufacturer fo period of 1 year and claim period 4 months. All freight is billable. A Purchase Order may be applicable, a deposit may be applicable and signature to process order. All estimates are good for 30 days.

Item	Description	Qty	Price Each	Total
BECSys5 Lighted ...	Estimate for new BEC'S controller & alkalinity meter/feeder , Installation & Start up, Training and Calibrations: BECSys5 Controller with lighted flow cell /PH & ORP sensors/ Temp Sensor/ EZ connect Ethernet, Becs system for windows/ Flow switch/short cord/115v/ 1Gbit Ethernet /Backboard/ No conductivity Sensor, 1100223-X-S-1-G-P-1-X-L-B-X	1	5,552.05	5,552.05T
00.4	Public Works prevailing hourly wage rate	8	176.00	1,408.00T
00.5	Overhead operating cost & documentation filing fees	1	250.00	250.00T
Service Zone D-150	Service zone D-150	1	200.00	200.00T
04.2	Lodging overnight	1	250.00	250.00T
17	Shipping & Handling	1	150.00	150.00T
Becs Technology	2100418 Alkalinity Meter/feeder	1	2,537.50	2,537.50T
Becs Technology	8680063 testing reagents required to operate ( comes only in a case of 4)	1	260.00	260.00T
Becs Technology	2210621 feeeder tube for the pump * Electrical not included. Client to make any changes needed at install. Thank you,	1	40.60	40.60T

SIGNATURE REQUIRED & DATE: *Signature & Date Required Acknowledging terms of Aquatic Specialty Services, Inc	<b>Subtotal</b>	\$10,648.15
*Notice to Client will be provided and required to be signed by appropriate authorized person ordering the work and or the owner of the property.	<b>Sales Tax (8.4%)</b>	\$894.44
* Resellers Permit required when applicable	<b>Total</b>	\$11,542.59

# 5 YEAR BUDGET COMPARISON

City Of Leavenworth  
 MCAG #: 0222

All Years Thru April

Time: 15:47:23 Date: 05/06/2020  
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## 176 Community Swimming Pool

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 10 01 076 Reserved Beginning Net Cash & Invest	31,941.75	33,697.67	68,283.92	220,131.24	220,131.00	0.00	
<b>308 Beginning Balances</b>	<b>31,941.75</b>	<b>33,697.67</b>	<b>68,283.92</b>	<b>220,131.24</b>	<b>220,131.00</b>	<b>0.00</b>	
311 10 00 001 Real & Personal Property Taxes	0.00	0.00	0.00	0.00	166,000.00	0.00	
<b>310 Taxes</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>166,000.00</b>	<b>0.00</b>	
347 30 00 000 Pool Pass Ent. Fees	0.00	0.00	0.00	0.00	34,000.00	0.00	
347 30 00 001 Pool Concession Fees	0.00	0.00	0.00	0.00	2,000.00	0.00	
347 30 00 002 Pool Daily Ent. Fees	0.00	0.00	0.00	0.00	40,000.00	0.00	
347 30 00 003 Pool Rental Fees	0.00	0.00	0.00	0.00	1,000.00	0.00	
347 30 00 004 Pool Swim Lessons	0.00	0.00	330.00	0.00	15,000.00	0.00	
347 30 00 005 Pool Swim Special Lessons Rate	0.00	0.00	0.00	0.00	3,500.00	0.00	
347 30 00 006 Swim Team Rental	0.00	0.00	0.00	0.00	4,000.00	0.00	
<b>340 Charges For Goods &amp; Services</b>	<b>0.00</b>	<b>0.00</b>	<b>330.00</b>	<b>0.00</b>	<b>99,500.00</b>	<b>0.00</b>	
361 11 17 060 Investment Interest	39.82	131.07	494.63	1,274.40	1,300.00	0.00	
367 11 01 076 Pool Donations	0.00	0.00	0.00	0.00	150.00	0.00	
369 91 01 076 Miscellaneous Revenue	0.00	0.00	0.00	0.00	800.00	0.00	
<b>360 Interest &amp; Other Earnings</b>	<b>39.82</b>	<b>131.07</b>	<b>494.63</b>	<b>1,274.40</b>	<b>2,250.00</b>	<b>0.00</b>	
397 00 00 010 Trans In-Fm 635 PRSA	15,000.00	15,000.00	0.00	0.00	0.00	0.00	
<b>397 Interfund Transfers</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL REVENUES:</b>	<b>46,981.57</b>	<b>48,828.74</b>	<b>69,108.55</b>	<b>221,405.64</b>	<b>487,881.00</b>	<b>0.00</b>	
576 20 10 000 Salaries & Wages	0.00	0.00	0.00	0.00	115,000.00	0.00	
576 20 20 000 Benefits	264.45	264.14	320.26	127.91	16,000.00	0.00	
576 20 31 000 Office & Operating Supplies	324.15	995.36	3,899.64	350.00	27,000.00	0.00	
576 20 31 001 Operating Supplies-Concessions	0.00	0.00	-341.52	0.00	1,500.00	0.00	
576 20 31 002 Credit Card Service Charges	0.00	0.00	0.00	43.20	800.00	0.00	
576 20 35 000 Small Tool & Minor Equipment	0.00	0.00	0.00	0.00	500.00	0.00	
576 20 40 001 Other Interfund Svs & Chgs	1,312.00	959.00	1,509.00	1,799.00	3,598.00	0.00	
576 20 40 005 External Taxes-Sales-B&O Taxes	0.00	0.00	4.95	0.00	8,000.00	0.00	
576 20 41 000 Professional Services	0.00	0.00	0.00	0.00	1,500.00	0.00	
576 20 41 002 Comm. Needs Assessment Study	0.00	0.00	0.00	0.00	10,000.00	0.00	

A. B.

# 5 YEAR BUDGET COMPARISON

City Of Leavenworth  
MCAG #: 0222

Time: 15:47:23 Date: 05/06/2020  
Page: 2

*All Years Thru April*

## 176 Community Swimming Pool

Account	2017		2018		2019		2020		2021	
	Actual		Actual		Actual		Actual	Appropriated	Appropriated	Comment
576 20 42 000 Comm-Phone/Postage/Fx	197.66		184.71		192.27		746.80	1,200.00		0.00
576 20 44 000 Advertising	173.67		342.00		193.01		63.26	500.00		0.00
576 20 46 000 Insurance	6,751.41		7,083.05		7,018.00		6,870.00	10,000.00		0.00
576 20 47 000 Utilities	1,907.01		1,987.09		4,449.96		1,737.93	20,000.00		0.00
576 20 48 000 Repairs & Maintenance	3,184.48		0.00		0.00		0.00	5,000.00		0.00
576 20 49 000 Misc-Reg/Dues/Subscriptions	181.21		0.00		1,275.00		0.00	500.00		0.00
<b>576 Park Facilities</b>	<b>14,296.04</b>		<b>11,815.35</b>		<b>18,520.57</b>		<b>11,738.10</b>	<b>221,098.00</b>		<b>0.00</b>
581 20 00 099 Interfund Loan Repay - To CE	0.00		0.00		0.00		0.00	20,348.00		0.00
<b>580 Non Expenditures</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>20,348.00</b>		<b>0.00</b>
592 76 82 000 Interest On Interfund Loan	0.00		0.00		0.00		0.00	805.00		0.00
<b>592 Debt Service - Interest Costs</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>805.00</b>		<b>0.00</b>
594 76 63 002 Pool Equipment Replacement	0.00		0.00		0.00		0.00	5,000.00		0.00
594 76 63 003 Pool Sand Filter Rebuild	9,336.43		0.00		0.00		0.00	0.00		0.00
594 76 63 004 Chemical Remote Sensor	0.00		0.00		0.00		0.00	15,000.00		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		26,942.06		0.00	114,007.16		0.00
<b>594 Capital Expenditures</b>	<b>9,336.43</b>		<b>0.00</b>		<b>26,942.06</b>		<b>0.00</b>	<b>136,507.16</b>		<b>0.00</b>
508 80 01 076 Ending Fund Balance	0.00		0.00		0.00		0.00	109,122.84		0.00
<b>999 Ending Balance</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>109,122.84</b>		<b>0.00</b>
<b>TOTAL EXPENDITURES:</b>	<b>23,632.47</b>		<b>11,815.35</b>		<b>45,462.63</b>		<b>11,738.10</b>	<b>487,881.00</b>		<b>0.00</b>
<b>FUND GAIN/LOSS:</b>	<b>23,349.10</b>		<b>37,013.39</b>		<b>23,645.92</b>		<b>209,667.54</b>	<b>0.00</b>		<b>0.00</b>

IV. B.