

**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 to 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.