

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA
BOARD MEETING
Thursday, November 12, 2021 9:00 a.m.
Zoom**

DRAFT MINUTES, TO BE APPROVED

Meeting called to order at 9:06am by Board Member Jason Lundgren.

I. Roll Call

Board Present: Aaron Simon, Jason Lundgren, Lauri Malmquist (arrived at 9:30am), Bob Bugert, Eron Drew, Anne Hessburg

Staff Present: Kiah Patzkowsky, Kelley Lemons, Tom Wachholder

Guests Present: Sharon Waters

II. Approval of Consent Agenda

Board Member Lundgren moved to approve the agenda, Board Member Anne Hessburg, seconded, all in favor, none opposed. Agenda approved at 9:07am.

- A. Approval of Agenda
- B. August 12, 2021 Meeting Minutes, September 16, 2021 Special Meeting Minutes, October 6, 2021 Special Meeting Minutes, and November 8, 2021 Work Session Minutes
- C. Claims Items from August 1, 2021 – October 31, 2021 = \$21,000

III. Information Items

- A. Pool Manager & Facility Updates
 - 1. Minor Improvements Update – *KP to share photos of items we'd like to update at the pool, share what PW can contribute to and timelines as such*

Pool Manager Kelley Lemons reported that she didn't have any items to report at this time. PRSA Coordinator Kiah Patzkowsky shared a list of minor improvements that were recommended at the end of the 2021 season by Pool Manager Lemons and Assistant Manager Sharon Waters, including removing lockers from the men's and women's locker rooms, repainting the interior, repairing drainage issues in toilets and floor drains, repairing drain trim along the entry edge of the shallow-entry pool, and repairing surface cracks and underwater lighting in the pool. She reported that City of Leavenworth Public Works would look at the drainage issues and drain trim in the spring. Public Works Director Tom Wachholder shared some possible challenges posed by painting the facility in the winter which could affect Public Works' capacity for this project, and recommended doing this work in-house rather than contracting it out. Board Member Hessburg asked if this work could be done in the spring to avoid needing to wrap the building and heat it, and Director Wachholder shared that a spring timeline could possibly bump this work up close to the pool opening, and as such it was his preference to take this on over the winter. He shared that Public Works didn't currently have the resources to jump on this work due to continuing fall maintenance.

PRSA Coordinator Patzkowsky asked about future storage needs with regard to removing the lockers; Pool Manager Lemons reported that the lockers are very minimally used and don't function well and

encouraged moving forward with removal. Pool Manager Lemons shared that with regard to the timeline of repairs being made in the pool, it is ideal to have the pool water ready by May 1.

B. 2021 City Pool Budget Position through 10/31/2021

PRSA Coordinator Patzkowsky made note of the lack of revenues due to a shortened swim season and lowered capacity due to the effects of Covid. She shared that personnel costs are now complete and that there are still funds remaining on the community needs assessment, also noting that the City has paid \$3,500 of their budgeted \$5,000 towards the needs assessment. She shared that supplies were high due to extra chemicals needed this year for cleaning algae, and that minor equipment costs were due to the unplanned purchase of a laptop for the pool. She shared that an interfund loan payment and interest will be paid on Dec. 31, and that winter costs are expected to be minimal. She also shared that engineering costs related to the concrete slab project were coded to the capital improvements line item. Pool Manager Lemons suggested making note that donations received are specifically for swim lessons.

C. City 2022 – 2023 Pool Budget

PRSA Coordinator Patzkowsky shared that the 2022 pool budget is already approved and that the 2023 pool budget will start coming together in spring 2022, when the Board can make recommendations to the City for spending; recommendations will be due to the City of Leavenworth no later than after the August PRSA board meeting. She shared that capital projects should be a main focus for the Board to consider when making budget recommendations.

D. Upper Valley Park & Rec – Regular Levy Preliminary Values for 2022 Tax Year

PRSA Coordinator Patzkowsky shared that Resolution 1-2021 increases the M&O levy by 1%, which equates to \$1,732 and reviewed preliminary tax revenue projections for 2022.

E. 2022 PRSA Budget Document Review

PRSA Coordinator Patzkowsky confirmed for the Board that the budget being set at \$200,000 allows for flexibility in tax collection, should actual tax revenue exceed the projected amounts.

F. 2022 Proposed Meeting Dates

The PRSA Board discussed maintaining the current pattern of quarterly meetings that fall on the second Thursday of the months of February, May, August and November versus shifting the dates to earlier or later in the month. To avoid conflict with Leavenworth City Council meeting weeks and to give ample lead time to implement decisions or recommendations for pool operations, the Board agreed to shift its quarterly meetings to the first Thursday of the months of February, May, August and November in 2022, starting the meetings at 8am to help accommodate Board members' other commitments. Board Member Bugert moved to approve this shift, Board Member Hessburg seconded, all in favor and none opposed. Motion to shift meetings approved at 9:48am.

G. PRSA Interlocal Agreement Updates

1. Aquatic Center Agreement w/City of Leavenworth

PRSA Coordinator Patzkowsky shared that she hopes to get an updated Aquatic Center agreement with

the City of Leavenworth by the end of the year, and asked the Board for guidance on the term of this agreement lasting until 2042, and whether auto-renewals of the agreement corresponding with voter-approved M&O levies every six years until 2042. PRSA Board members suggested reaching out to Finance Director Steiner for feedback on this matter.

2. Interlocal Agreement w/Chelan County

PRSA Coordinator Patzkowsky shared that she's working on some notes in an updated Interlocal Agreement with Chelan County to send to Board Member Bugert so that he can share with appropriate parties at Chelan County. Board Member Bugert shared that he'll work on scheduling a meeting with the Chelan County Auditor and Board Chair Simon, aiming for December.

3. PRSA Boundaries

The Board had no additional comments on PRSA Boundaries.

G. Needs Assessment Options Moving Forward

PRSA Coordinator Patzkowsky summarized the major priorities of the PRSA's needs assessments as enclosing the pool for year-round use and creating shared-use trails to connect Upper Valley communities. Board Member Bugert shared most likely next steps for portions of the Chelan County Pathways plan. Board Member Eron Drew asked whether the PRSA could have any input in improvements currently being made on the Chumstick Highway to widen the shoulder. Board Member Bugert shared that under the Chelan-Douglas Transportation Council, a request of federal dollars has been made to make improvements along the Chumstick Highway in a long-term project, and that this project would involve a lot of public involvement, which could offer the PRSA an opportunity to support the public involvement process.

Board Member Lundgren asked whether there are smaller shared-use trail wins in the Upper Valley, such as improving trails in Peshastin. Board Member Malmquist shared that she'll bring this idea up at the upcoming Peshastin Community Council meeting to discuss. Board Chair Simon shared that Icicle Road has some safety issues regarding bicycle use and shared an idea to work with Chelan County to restripe Icicle Road to create bicycle lanes; Board Member Lundgren agreed on pursuing this idea. Board Member Bugert shared that he'll bring this idea up to the Chelan County Public Works director to gauge feasibility.

Board Member Lundgren shared that he believes the PRSA needs to allocate some resources to engineering and architecture for covering the pool, encouraging a goal of having real information and analyses in 18 months. PRSA Coordinator Patzkowsky shared that the engineering firm UMC is able to do an investment-grade audit on a pool enclosure, and the cost of that audit would roll over into the cost of the pool enclosure project if the PRSA and City of Leavenworth move forward with the project, but that the cost of the audit would come due if the PRSA and City of Leavenworth decide not to move forward with the project.

Board Member Lundgren shared that an RFP should be done for this work, and Board Member Drew agreed. Public Works Director Wachholder shared that this would be a Request for Qualification process, and shared some experience in this process for Public Works projects, encouraging a very clear scope for an RFP or RFQ. He asked whether this process would be for a high-level scope or actual construction documents, and PRSA Coordinator shared she believes a scope is the best way forward so that scope

information could be used to garner community support for the project. Board Member Malmquist shared that moving forward with an alternatives analysis makes sense. Public Works Director Wachholder shared that he believes budgeting \$25,000-\$35,000 should be a good starting point for scoping out a pool enclosure.

City Council Member Sharon Waters asked whether this scoping process should wait until PRSA boundaries are potentially updated and encouraged a retractable roof enclosure to maintain flexibility in pool usage. Board Member Lundgren shared that the PRSA Board doesn't intend to change PRSA boundaries, and that making the pool available for use year-round creates more opportunities for more community members to utilize the pool. PRSA Coordinator Patzkowsky shared that the initial estimate that UMC Inc. provided was based on a retractable roof.

Public Works Director Wachholder confirmed that if the City were to be the agency or project manager then a qualifications-based selection process would have to be followed. Board Member Drew suggested including a retractable roof as an option and Board Member Lundgren suggested an alternatives analysis include options for various designs, and encouraged moving forward with an RFP process.

Board Member Hessburg shared that the PRSA collaborating with the Leavenworth City Council will be a part of this process but doesn't necessarily need to be the first step, and shared that knowing what sort of structure the PRSA intends to move forward with along with knowing about potential federal funding through Senator Schrier's office would be helpful in understanding how the City of Leavenworth could be involved. She shared this could be a phased process with the first phase looking at costs associated with various enclosure options, with a second phase associated with design options, and that the PRSA will need to do more outreach on what the community is willing to fund via taxation.

PRSA Coordinator Patzkowsky reminded the board of capital improvement funds that haven't been used for some smaller projects that could be allocated to this scoping work. Board members agreed that doing a scope analysis will bring greater benefit to the community in the long run than some of the smaller improvements, such as concrete slabs.

Board Member Drew shared that during the scope and design process for possible pool enclosure, the PRSA could spend time on PR within the community, sharing information about needs assessment findings and how the PRSA plans to move forward with ideas, including via a mailer to the community in the new year. Moving forward, PRSA Coordinator Patzkowsky agreed to work on a draft of an RFP/RFQ for scoping out pool enclosure options, with input from Public Works Director Wachholder.

- I. Capital Improvement Updates
 1. Pool Slide
 2. Pool Shade Options
 3. Grass Area Conversion to Concrete Area
 4. Enclosure of Pool

PRSA Coordinator Patzkowsky shared that enclosing the pool will become a large project and shared that due to the cost of projects like purchasing and installing a slide, that project would need to go out as a Public Works project. The PRSA Board agreed that redirecting funds to explore enclosing the pool based on needs assessment will benefit the community. PRSA Coordinator Patzkowsky shared ideas regarding adding additional umbrellas to create more shade for pool users and intends to work with Pool Manager Lemons on options.

IV. Action Items

Public Hearing: 2022 PRSA Budget

Board Chair Simon opened the public hearing at 10:51am. No comments were received from members of the public. Board Chair Simon closed the public hearing at 10:56am.

A. Resolution 1-2021 Levy for Annual Regular Property Tax Levy / DOR Form

Board Member Lundgren moved to adopt Resolution 1-2021, seconded by Board Member Malmquist, all in favor, none opposed. Resolution adopted at 10:57am.

B. Resolution 2-2021 Adopting Budget for 2022

Board Member Hessburg moved to adopt Resolution 2-2021, seconded by Board Member Drew, all in favor, none opposed. Resolution adopted at 10:57am.

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

Board Member Hessburg moved to authorize the PRSA Chair to sign the levy certification, seconded by Board Member Lundgren, all in favor, none opposed. Authorization approved at 10:58am.

D. Capital Purchase Options – See Information Items H. 1-4 for Consideration

V. Adjournment

Board Member Lundgren moved to adjourn, seconded by Board Member Hessburg, all in favor, none opposed. Meeting adjourned at 11:00am.

Minutes submitted by PRSA Coordinator Kiah Patzkowsky