

**UPPER VALLEY PARK AND RECREATION SERVICE AREA
BOARD MEETING
Thursday, August 12, 2021 9:00 a.m.**

Join Zoom Meeting
<https://us02web.zoom.us/j/87622281277?pwd=dFdDRG9aWThhcVR2OGNrWlJHUWVMUT09>

Meeting ID: 876 2228 1277
Passcode: 08122021
One tap mobile
+12532158782,,87622281277#,,,,*08122021# US (Tacoma)

I. Roll Call

II. Approval of Consent Agenda

- A. Approval of Agenda
- B. May 13, 2021 Minutes
- C. Claims Items from May 14, 2021 – August 11, 2021: \$87,900

III. Information Items

- A. Pool Operations Update – Kelley Lemons
 - 1. Improvement Requests for 2022
- B. 2021 Pool Budget Position through 7/31/2021 – Kiah Patzkowsky
- C. Pool Capital Improvements Update – Kiah Patzkowsky
 - 1. Concrete
 - 2. Pool Slide
- D. Grant Updates for Pool Improvements – Kiah Patzkowsky
 - 1. DES audit
- E. City of Leavenworth Website Update – Kiah Patzkowsky
- F. Tennis Court Lighting – Marco Aurilio
- G. Needs Assessment/AHBL (Consultant) Update – Kiah Patzkowsky
 - 1. Statistically Valid Survey
 - 2. Community Outreach
- H. Osborn Visioning Process Update – Kiah Patzkowsky
 - 1. Community Center + PRSA Potentials
- I. Interlocal Agreement Renewal Update – Bob Bugert / Chantell Steiner / Kiah Patzkowsky
- J. 2022 Election Campaign

IV. Action Items

- A. Approval of costs for initial DES audit
- B. Formation of pool roof subcommittee
- C. 2022 election campaign leads

V. Adjournment

UPPER VALLEY PARKS AND RECREATION SERVICE AREA
BOARD MEETING
Thursday, May 13, 2021 9:00 a.m.
Via Zoom

I. Roll Call

PRSA Coordinator Kiah Patzkowsky called the meeting to order at 9:12am.

PRSA Board present: Aaron Simon, Jason Lundgren, Lauri Malmquist, Bob Bugert (joined meeting at approx. 9:20am); Eron Drew, Anne Hessburg (joined meeting at approx. 9:35am)

City Staff present: Ana Cortez, Chantell Steiner, Kelley Lemons

Guests present: Sharon Waters

II. Approval of Consent Agenda

Board Member Lundgren moved to approve the consent agenda at 9:46am, seconded by Board Chair Simon.

- A. Approval of Agenda
- B. February 11, 2021 Minutes
- C. March 15, 2021 Special Meeting Minutes
- D. April 29, 2021 Special Meeting Minutes
- E. Claims Items from January 1, 2021 – April 30, 2021: \$0.00

III. Information Items

- A. Pool Operations Update – Kelley Lemons

Pool manager Kelley Lemons shared that the pool's chemical balance is being adjusted due to algae growth, and that some cracks in the new surfacing had been discovered (some of which will be fixed by Public Works prior to the pool opening, some of which will not be repaired until September). Lifeguard class timing was still TBD due to chemical balancing, and it was unclear whether the appropriate chemical balance would be achieved by Memorial Day. Pool Manager Lemons shared that she plans to conduct these classes in groups due to social distancing requirements.

Pool Manager Lemons shared that she found a free trial reservation system to utilize this summer, and expressed the possibility that the PRSA could embed a reservation system into the website in future seasons. Pool Manager Lemons inquired whether PRSA members could have priority for reservations; Board Member Lundgren expressed interest in the idea, and City Administrator Cortez confirmed that this would be an allowable practice.

Pool Manager Lemons shared that the Cashmere community pool might not open for the summer, and if that's the case she expects that could increase demand for lessons at the

Leavenworth Community Pool. She also shared that she's continuing talks with Leavenworth Swim Team lead Rob Fallon regarding what may be possible this summer. Pool Manager Lemons also reported she's received comments from community members who are concerned there won't be family swim times, and shared that the pool's response has been that the pool will try to build on programs that will be offered to start the season, but that family swim would not be included at the start of the season.

Pool Manager Lemons shared her desire to purchase new kickboards and lifejackets to replace old equipment, which could range in cost from \$1,300 - \$2,200. She shared that additional kickboards will help with efficiencies in needing to sanitize equipment between uses due to COVID protocols. Board Member Lundgren requested that Pool Manager Lemons bundle equipment purchase requests together.

Board Chair Simon requested that signage get placed at the pool with information on the plan for opening, and Board Member Lundgren requested an email blast be sent out with operational updates for the pool. Pool Manager Lemons agreed to talk with City of Leavenworth Communications Analyst Christie Voos regarding the email.

Board Chair Simon also confirmed that he responded to a patron who'd asked about ADA access for lap swim, and Pool Manager Lemons confirmed that the pool has made ADA accommodations in the past.

B. Pool Capital Improvements Update – Kiah Patzkowsky/Kelley Lemons

1. Concrete

PRSA Coordinator Patzkowsky shared that she'd received one estimate for concrete slab work totaling just over \$20,000, and was awaiting a second estimate (two other contractors never responded to estimate requests, and two others couldn't accommodate the project). She also shared that permitting with the Washington State Department of Health (DOH) was necessary for this project, and that this was in progress but was taking longer than anticipated. She shared that this work will likely need to be done during the pool season, and that contractors should be able to do work over weekends and around pool operational times, which would be closely planned alongside Pool Manager Lemons.

2. Pool Slide

PRSA Coordinator Patzkowsky shared that the pool slide project is more complicated than anticipated. The preferred slide cost is over \$27,000, with installation estimated at \$41,000; installation cost would come down if Public Works assembles the slide, and has WMS Aquatics mount and plumb the slide. The preferred location of the slide would also require bumping out the perimeter of the pool complex to maintain a 4' walkway around the feature for emergency and patron access. She shared that the permitting process would also be very involved, and suggested this project get tabled until the fall due to cost and other complications.

3. Pool Shade

4.

PRSA Coordinator Patzkowsky shared that she'd received two estimates for custom shade sails, ranging from over \$52,000 to \$97,000, and that non-custom shade sails were considerably cheaper, though installation would still need to be determined. Coordinator Patzkowsky asked if it might be worthwhile to consider picnic tables and umbrellas, and Board Chair Simon shared that chairs and umbrellas that area easily moveable would be worthwhile to price out.

5. Lifeguard Chair

Pool Manager Lemons shared that after further research, she still preferred the more robust lifeguard chair option previously presented at April's Special PRSA Meeting, the estimate for which is \$6,300 - \$6,800. She shared that shorter lifeguard chairs are priced around \$3,000, and shared safety concerns regarding fixed chairs and chairs with ladders on the front of the chair. She also shared that the current tall chair had been broken but was repaired by Public Works. Board Chair Simon asked if it would be reasonable to hold off on a new chair this season, considering the lower occupancy allowed in the pool due to COVID protocols, and Pool Manager Lemons shared that the pool could probably manage without making this purchase, but that they would run into issues if the repaired chair breaks again. Pool Manager Lemons also intended to revisit pool codes to check on what is mandated regarding lifeguard chairs. Board Chair Simon also recognized that the preferred lifeguard chair option does allow for multiple lifeguards to use the same chair, enter the pool safely, and that it helps create more social distance between lifeguards and those on the pool deck, and that a new lifeguard chair will be a needed item at some point.

Board Member Lundgren suggested prioritizing the concrete slabs, lifeguard chair, and lesser cost shade options, delaying the slide project due to the complications shared by Coordinator Patzkowsky.

C. 2021 City Pool Budget Position through 4/30/2021 – Chantell Steiner

City Finance Director Steiner shared that she was working to submit a claim to Chelan County for \$87,900 in property taxes (approx. 50% of the anticipated \$170,000 expected). She walked through the PRSA budget, and shared that she was working with Pool Manager Lemons to reinstate Clover for the pool's credit card payment system.

D. PRSA 2020 Annual Report – Kiah Patzkowsky

PRSA Coordinator Patzkowsky shared that she anticipated submitting the annual report to the Washington State auditor's office early next week.

E. Grant Updates for Pool Improvements – Kiah Patzkowsky

PRSA Coordinator Patzkowsky shared that a grant submitted to Congresswoman Kim Schrier's

office by City Administrator Cortez was one of ten finalists for federal dollars, totaling over \$300,000 intended for use to cover the pool with a retractable roof. City Administrator Cortez shared that she started with a budget of \$1,000,000 for covering the pool with a retractable roof, working through possible costs with engineering firm UMC, sharing that the impetus behind the project is based on informal conversations had with multiple community members who've expressed community support for year-round pool operations. She shared that the Department of Energy Services (DES) may also be involved in this project, and Coordinator Patzkowsky shared that she plans to begin building a relationship with the DES.

Board Chair Simon shared that it may be possible to access Port of Chelan county economic development benefits if the pool were to operate year-round, and Board Member Bugert asked if Blake Baldwin had been involved; City Administrator Cortez confirmed she had liaised with him regarding the submitted concept.

City Administrator Cortez encouraged the PRSA to consider setting up a method for the community to donate funds on a regular basis for pool maintenance.

F. City of Leavenworth Website Update – Kiah Patzkowsky

PRSA Coordinator Patzkowsky shared that the City of Leavenworth would be launching a new website soon, and that she had been working with City of Leavenworth Communications Analyst Voos on updating PRSA-related portions of the website. City Administrator Cortez shared that mid-June was currently targeted for the website launch.

G. RFP Process Overview and Recommendation of Consultant – Aaron Simon/Kiah Patzkowsky

PRSA Coordinator Patzkowsky shared that the PRSA's RFP process was now in the review phase, and that the review team (consisting of Board Chair Simon, Board Member Malmquist, Board Member Lundgren, community members Alison Miller and Marco Aurelio, and PRSA Coordinator Patzkowsky) came to consensus that the proposal submitted by AHBL was the frontrunner, followed by the proposal submitted by Stowe. She shared that Board Chair Simon and herself would be interviewing AHBL and Stowe, as well as following up with the preferred proposer's references, and that they intended to move forward with AHBL, barring any red flags in the interview and reference check processes.

Board Member Lundgren asked if the PRSA Board needed to formally vote on the decision, and it was confirmed that because funds for the consultant were in the budget, no formal vote was needed.

Board Member Hessburg pondered whether Stowe's current work on the Osborn visioning process could dovetail into the PRSA recreational needs assessment and shared that the exact boundaries of the Osborn process had yet to be determined; Board Member Malmquist shared that the community represented by the PRSA was larger than that of the Osborn project. Board

Member Lundgren shared that some wished the Osborn visioning process and PRSA needs assessment could have been better aligned, and that there is a possibility that the PRSA may be involved in Osborn in the future. He also shared the idea of taking hypothetical scenarios with the community during the PRSA needs assessment, with Osborn possibly being a part of a hypothetical scenario.

City Council Member Sharon Waters shared concern that outside of the City of Leavenworth, the PRSA doesn't often receive 60% of the vote, and Board Member Lundgren and Board Chair Simon shared that the PRSA is sensitive to that issue. Board Member Drew shared that demographics in the area are changing fairly significantly, and that some newer community members may have expectations of recreational services that may not have been supported in the past.

1. Board Member Engagement with Community Outreach

PRSA Coordinator Patzkowsky shared that she would be encouraging and welcoming PRSA board members to be engaged in the recreational needs assessment as it moves forward over the summer.

IV. Action Items

A. Approval of Recommended RFP Proposal Consultant

Per earlier conversations regarding consultant fees being included in the PRSA's budget, no action was needed on this item.

B. Capital Improvement Prioritization for 2021

1. Concrete
2. Pool Tables & Umbrellas
3. Pool Shade
4. Slide
5. Lifeguard Chair

Board Chair Simon shared that the PRSA budget includes funds for equipment replacement, and requested that Pool Manager Lemons create a package of requested purchases to share with PRSA Coordinator Patzkowsky, to compare requests with available budget and go from there. PRSA Coordinator Patzkowsky was also tasked with wrapping up concrete slab estimates and doing some research on umbrella options. Board Member Drew asked if a special meeting would be needed to approve these purchases, and it was confirmed that a special meeting would not be needed.

Pool Manager Lemons asked if it might make sense to hold off on the concrete slabs until fall, and Chair Simon shared that could be an option. Chair Simon also requested that improvements made to the pool be communicated, and PRSA Coordinator Patzkowsky shared that improvements are highlighted on the City of Leavenworth website (current, and upcoming new),

and that these improvements could be included in an email blast alongside intended pool operations.

Board Member Drew asked what the odds of the pool opening were, and Pool Manager Lemons shared that the pool intends to open with water exercise, lap swim, and lessons, and that if COVID protocols and staffing allow, family swim time may be built into the schedule at a later date.

V. Adjournment

At 10:45am Board Chair Simon moved to adjourn the meeting, Board Member Hessburg seconded.

Respectfully submitted by PRSA Coordinator Kiah Patzkowsky.

Expenditure Detail Report

Chelan County of Washington
 05/01/2021 through 07/31/2021

677 Upper Valley Park & Rec
001 Upper Valley Park & Rec

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
57000 Culture and Recreation						
57600 Park Facilities						
57600.60 Capital Outlay						
57600.60.000 Capital Outlay	153,670.00	0.00	0.00	0.00	153,670.00	0.00
5/11/2021 apinvoice IN 2021-1		87,900.00				
Vendor: 100383 CITY OF LEAVENWORTH Check # 880484						
57600.60.000 Capital Outlay	153,670.00	87,900.00	87,900.00	0.00	65,770.00	57.20
Total Culture and Recreation	153,670.00	87,900.00	87,900.00	0.00	65,770.00	57.20
58000 Non-Expenditures						
58600 Agency Type Disbursements						
58600.00 Transfers Out						
58600.00.000 Transfer out	17,000.00	0.00	0.00	0.00	17,000.00	0.00
Total Non-Expenditures	17,000.00	0.00	0.00	0.00	17,000.00	0.00
Total Upper Valley Park & Rec	170,670.00	87,900.00	87,900.00	0.00	82,770.00	51.50
Grand Total	170,670.00	87,900.00	87,900.00	0.00	82,770.00	51.50

Upper Valley Park & Recreation Service Area

Check Register

May 1, 2021 – July 31 ,2021

Total Expenditures for the Period: \$87,900

Date	Check #	Vendor	Amount
5/11/2021	880484	City of Leavenworth	\$87,900

Signed

Date

Signed

Date

Signed

Date

Signed

Date

Signed

Date

Signed

Date

PRSA Coordinator

Date

5 YEAR BUDGET COMPARISON

City Of Leavenworth

Time: 16:41:39 Date: 08/03/2021

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176 Community Swimming Pool

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 51 00 176 Reserved Beginning Net Cash & Invest	33,697.67	68,283.92	220,131.24	207,967.95	207,968.00	0.00	
308 Beginning Balances	33,697.67	68,283.92	220,131.24	207,967.95	207,968.00	0.00	
311 10 00 001 Real & Personal Property Taxes	0.00	0.00	88,500.00	87,900.00	170,000.00	0.00	
310 Taxes	0.00	0.00	88,500.00	87,900.00	170,000.00	0.00	
347 30 00 000 Pool Pass Ent. Fees	34,394.00	34,050.80	0.00	19,717.00	34,000.00	0.00	
347 30 00 001 Pool Concession Fees	1,789.00	1,317.68	0.00	244.99	2,000.00	0.00	
347 30 00 002 Pool Daily Ent. Fees	24,093.94	21,360.37	0.00	10,603.00	40,000.00	0.00	
347 30 00 003 Pool Rental Fees	624.00	740.00	0.00	0.00	1,000.00	0.00	
347 30 00 004 Pool Swim Lessons	9,411.00	11,253.00	0.00	10,280.00	15,000.00	0.00	
347 30 00 005 Pool Swim Special Lessons Rate	3,060.00	3,750.00	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	
340 Charges For Goods & Services	73,371.94	72,471.85	0.00	40,844.99	99,500.00	0.00	
361 11 17 060 Investment Interest	349.06	807.32	1,662.46	220.56	600.00	0.00	
367 11 01 076 Pool Donations	141.00	135.71	0.00	1,980.71	150.00	0.00	
369 91 01 076 Miscellaneous Revenue	0.00	496.52	0.00	816.28	1,250.00	0.00	
360 Interest & Other Earnings	490.06	1,439.55	1,662.46	3,017.55	2,000.00	0.00	
397 00 00 010 Trans In-Fm 635 PRSA	65,000.00	75,500.00	0.00	0.00	0.00	0.00	
397 Interfund Transfers	65,000.00	75,500.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	172,559.67	217,695.32	310,293.70	339,730.49	479,468.00	0.00	
576 20 10 000 Salaries & Wages	33,473.67	37,663.81	7,234.61	31,126.99	150,150.00	0.00	
576 20 20 000 Benefits	3,186.27	3,716.94	858.76	4,206.28	22,160.00	0.00	
576 20 31 000 Office & Operating Supplies	15,919.16	21,719.65	765.98	31,081.06	30,000.00	0.00	
576 20 31 001 Operating Supplies-Concessions	1,407.00	507.70	0.00	0.00	1,500.00	0.00	
576 20 31 002 Credit Card Service Charges	0.00	117.92	75.60	192.45	1,000.00	0.00	
576 20 35 000 Small Tool & Minor Equipment	0.00	53.06	0.00	1,803.01	500.00	0.00	
576 20 40 001 Other Interfund Svs & Chgs	1,438.50	2,263.50	2,698.50	2,922.00	3,896.00	0.00	
576 20 40 005 External Taxes-Sales-B&O Taxes	2,316.32	3,618.08	0.00	685.52	7,000.00	0.00	
576 20 41 000 Professional Services	136.58	0.00	0.00	845.27	1,500.00	0.00	
576 20 41 002 Comm. Needs Assessment Study	0.00	0.00	0.00	0.00	25,000.00	0.00	
576 20 41 003 Audit Costs	0.00	0.00	0.00	0.00	2,500.00	0.00	
576 20 42 000 Comm-Phone/Postage/Fx	322.11	660.59	425.21	1,089.03	1,200.00	0.00	
576 20 44 000 Advertising	342.00	193.01	63.26	121.58	750.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Leavenworth

Time: 16:41:39 Date: 08/03/2021

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176 Community Swimming Pool

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
576 20 46 000 Insurance	7,083.05	7,018.00	9,420.00	7,208.00	10,048.00	0.00	
576 20 47 000 Utilities	9,922.36	11,639.31	3,374.42	8,231.52	21,000.00	0.00	
576 20 48 000 Repairs & Maintenance	186.53	2,019.80	83.11	3,274.03	5,000.00	0.00	
576 20 49 000 Misc-Reg/Dues/Subscriptions	288.00	1,351.00	0.00	0.00	1,000.00	0.00	
576 Park Facilities	76,021.55	92,542.37	24,999.45	92,786.74	284,204.00	0.00	
581 20 00 099 Interfund Loan Repay - To CE	0.00	0.00	0.00	0.00	20,348.00	0.00	
580 Non Expenditures	0.00	0.00	0.00	0.00	20,348.00	0.00	
592 76 82 000 Interest On Interfund Loan	0.00	0.00	0.00	0.00	534.00	0.00	
592 Debt Service - Interest Costs	0.00	0.00	0.00	0.00	534.00	0.00	
594 76 63 002 Pool Equipment Replacement	953.92	0.00	0.00	16,490.50	105,000.00	0.00	
594 76 63 004 Chemical Remote Sensor	0.00	0.00	11,542.59	0.00	0.00	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	26,942.06	105,501.72	0.00	0.00	0.00	
594 Capital Expenditures	953.92	26,942.06	117,044.31	16,490.50	107,500.00	0.00	
508 51 00 176 Ending Fund Balance	0.00	0.00	0.00	0.00	66,882.00	0.00	
999 Ending Balance	0.00	0.00	0.00	0.00	66,882.00	0.00	
TOTAL EXPENDITURES:	76,975.47	119,484.43	142,043.76	109,277.24	479,468.00	0.00	
FUND GAIN/LOSS:	95,584.20	98,210.89	168,249.94	230,453.25	0.00	0.00	