

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)  
Leavenworth City Hall via Zoom Conferencing  
May 14, 2020**

# **MINUTES**

## **I. CALL TO ORDER**

PRSA Chair Jason Lundgren, called the May 14, 2020 meeting of the PRSA to order at 9:05 AM.

Board Present: Jason Lundgren, Aaron Simon, Eron Drew, and Bob Bugert.

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

Visitors Present: None.

## **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

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

## **III. ACTION ITEMS**

None.

## **IV. INFORMATION ITEMS**

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

Public Works Director Herb Amick updated the Board on the pool resurfacing noting that the project has been completed and testing of the new chemical sensors is forthcoming. Due to the Covid-19 Pandemic and the Governor's orders for phases and social distancing, the Board discussed the options for opening versus keeping the pool closed this year. Director Amick stated that in order to fill and test the chemicals he will need to make a minimum purchase of pool chemicals for approximately \$12,000. The pool does need to be filled in order to complete the resurface curing process; the Board asked staff to proceed as needed to ensure a good seal has occurred, regardless of whether the City will be able to operate the pool this season.

Pool Manager Kelley Lemons discussed options for a shortened operational season of July through Labor Day noting that she would need to know by June 15<sup>th</sup> in order to proceed with preparing the pool for use and hiring the necessary staff. Boardmember Bugert voiced concern at considering even opening by August as the current phase required would be phase 3 and the community is still at phase 1 with no anticipation for phase 2 soon. The Board discussed other communities that have already decided not to open their pools, including the cities of Cashmere and East Wenatchee, as well as the cancellation of the swim teams. They reviewed the potential for limited operations, modified hours, and the need to reduce the number of users to allow for proper social distancing measures. Finance Director Chantell Steiner noted concerns at operating on a minimal schedule as

expenditures would still include full costs for chemicals and utilities while revenues would be greatly reduced; the pool will be maintained at a loss if any option, except full capacity or closure, is explored. Director Steiner added that the City Council has tabled the Board's request for Pool Rate increases; however, this will be reconsidered in June. She updated the Board on the final cost of the chemical sensor that came in under budget at \$11,500 of the \$15,000 budget.

#### B. 2020 City Pool Budget Position through 4/30/2020 – Chantell Steiner

Finance Director Steiner reviewed the year to date totals noting that revenues and expenses are coming in as usual for this time of year. However, property taxes are anticipated to see reductions in 2021 due to the delays from Covid-19 in 2020. She explained that current year taxes are coming in as anticipated because most mortgage loans collect taxes a year in advance; due to the extensions on mortgages in 2020, this will possibly affect 2021. There was a brief discussion about other public facilities that are taking the closure as an opportunity to initiate much needed capital improvements.

#### C. PRSA 2019 Annual Report

Director Steiner stated that she has completed the 2019 Annual Report for the PRSA and has submitted it to the Washington State Auditor's Office. Due to the lockdown, she stated that the Board could consider having staff complete the second review of the report; the Board concurred that this would be sufficient for this year.

#### 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

Chair Lundgren updated the Board on the progress of the Recreational Needs Assessment noting that the subcommittee has reviewed the prior Request for Proposal (RFP) to modify it for a new proposal with consideration of increasing the cost from \$15,000 to \$30,000. Boardmember Simon reviewed past discussions and grant related opportunities for the funding. Funding opportunities includes the potential for approximately 25% of Lodging Tax dollars from the Leavenworth City Council that needs to be requested and possibly from Chelan County's lodging tax funds. He stated that past requests for County funds have been rejected, as well as other grant opportunities from the Community Foundation and Our Valley Our Future. Chair Lundgren added that the new RFP is putting more focus on the study in regard to recreation that might strengthen the grant application process. Director Steiner reminded the Board that \$5,000 of the \$15,000 original budget is coming from the City of Leavenworth's General Fund.

Director Steiner briefly reviewed items i.-iv. noting that the timing of elections will need to be considered when preparing for the reformation process with Chelan County. She stated that the Board should consider an early election to allow for a second opportunity in the final November 2022 election, in case the first request is rejected by voters. She added that deadlines for submission to elections are several months prior so the Board will need to consider appropriate actions in advance. The Board briefly discussed past conversations regarding realignment of the PRSA boundaries; due to the Covid-19 concerns the Board agreed that this is not a good time to consider this in the process. Boardmember Bugert stated that he will begin discussions with the County Commissioners on the need to prepare for the upcoming County Resolution for reformation of the District.

Boardmember Simon provided the Board with an update on the Osborn Elementary School Property. He reviewed the process that the School District is starting for surplus of the property, which triggers the Right of First Refusal for the City of Leavenworth to purchase the property. The Board reviewed the original purpose of the property to be kept for green space and the City's intent to consider some green space from the sale of the City's Golf Course lots that would be utilized to assist in purchasing the property. The Memorandum of Understanding between the School District and the City does not include a stipulation for green space; however, both entities have publicly stated their intent to secure and maintain green space north of Highway 2. Boardmember Simon added that he has a good sense that if the City does not purchase the property that the School Board will retain it with intentions of keeping a good portion of it as green space. The Board asked if someone could get a copy of the School District's appraisal of the property; Mayor Florea stated that he would reach out to the Superintendent.

## **V. ADJOURNMENT**

Seeing no other business, Boardmember Drew moved to adjourn the May 14<sup>th</sup> meeting of the Upper Valley Park and Recreation Service Area. The motion was seconded by Boardmember Simon and passed unanimously. The meeting adjourned at 10:21 AM.

Respectfully submitted by Chantell Steiner.