

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)  
Leavenworth City Hall Conference Room  
August 15, 2018**

# **MINUTES**

## **I. CALL TO ORDER**

PRSA Chair Mia Bretz, called the August 15, 2018 meeting of the PRSA to order at 9:00 AM.

Board Present: Mia Bretz, Aaron Simon, Elizabeth Thomson, Jason Lundgren and Keith Goehner.

City Staff Present: Joel Walinski, Herb Amick, and Chantell Steiner.

Visitors Present: Sharon Waters.

## **II. APPROVAL OF CONSENT AGENDA**

- A. Approval of Agenda
- B. May 9, 2018 Minutes
- C. Claims Items from May 1, 2018 – July 31, 2018 = \$53,768.75

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

## **III. INFORMATION ITEMS**

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

Public Works Director Herb Amick reviewed a recent fecal incident and discussed the levels of closure needed depending on the magnitude of the incident. City Administrator Joel Walinski reviewed procedures related to closure of the pool during high fire smoke for safety of city personnel. Director Amick updated the Board on the status of the solar panels noting that they continue to have issues; however, they are under warranty and are being looked at by Sunset Air. He reported these items as the only issues this season and that pool operations have been going well. Boardmember Lundgren asked about the potential for purchasing sunshades that the Board has previously discussed. Administrator Walinski and Director Amick reviewed the research and history of this topic noting that at this time the costs for purchase and installation are high and that there is some potential to get some partner funding of this from the Leavenworth Rotary. It was noted that with the recent rejection of the voter approved maintenance and operation levy, it may be some time before the PRSA can look into this additional capital purchase.

- B. 2018 City Pool Budget Position through 7/31/2018 – Chantell Steiner

Director Steiner reviewed the year to date totals stating that the revenues are trending similar to last year and that operating expenses are lower than last year. She stated that there have been no surprises this year and the equipment has not needed any unforeseen repairs. The Board discussed separation of the swim team lesson fees from other lesson fees to create more understanding as they are also separately billed for rental charges for the facility. Director Steiner said that she would look into this further with Manager Lemons.

- C. 2016-2017 Assessment Audit Report from the State Auditor

Director Steiner stated that the PRSA has received a favorable assessment audit from the State Auditor for the 2016 and 2017 calendar years with no findings or suggestion for changes. She noted that since the change in annual reporting has occurred that this has been a seamless transition and is faster and easier for both the auditor and herself.

#### D. Strategic Planning Discussion Continued

Chair Bretz updated the Board on the recent election results for the Six-Year Maintenance & Operation (M&O) Levy that narrowly failed with 59.1% of the 60% needed to pass. The Board discussed some of the potential challenges with this levy request that included one of the highest voter turnouts compared to previous elections, that more communication was and is needed on what the levy specifically funds, which is only the pool operations, and the need to clarify that these funds are not for other projects such as new services or the Leavenworth Adventure Park. The Board discussed options for funding the pool in 2019 if the November ballot measure fails that may include assistance from the City. They discussed the option of asking the City for lodging tax funds for marketing and capital related improvements and to consider other partnerships with the School District, school athletic groups and the Washington Interscholastic Activities Association (WIAA).

Boardmember Simon provided background information on the previous subcommittee meetings noting the decision to apply for grant funding for a Community Center. He reviewed the concept of having a Recreation Coordinator and how a Community Center was the focal point for the grant application to NCW (North Central Washington Community Foundation). He and Chair Bretz updated the Board on the process and the next steps to apply for a second grant from Our Valley Our Future.

##### a) Marco Aurillo – Ice Rink Presentation

Mr. Aurillo provided some history on the Ice Rink Project that he has assisted with noting that an ice rink has been in the City's Parks Plan since about 1972 and that the Chamber of Commerce is supportive of having an ice rink. He updated the Board on the history of the project that was spearheaded by the Leavenworth Heritage Foundation. He identified the original plan to be estimated at \$4.5 million dollars and was possibly going to be built on the parking lot area behind the Festhalle. He suggested looking into the operations of the ice rink in Winthrop, WA noting their installation of a chilling system and how revenues are generated from hockey tournaments. He discussed more recent suggestions for a portable open air ice rink that is estimated to be about \$800,000 for the initial purchase. This is a full size competition rink that would need a central location for visitors and bystanders to enjoy the festive atmosphere of Leavenworth. He detailed some of the specific start-up costs of about \$500,000 to include the rink, huts and equipment. He said that the additional costs would include purchasing several storage containers and the initial set-up and training. He questioned the costs of the City's P1 Parking Lot and what the potential rental would need to be to offset the loss of parking revenue during the months of operation that would likely occur after Oktoberfest and into April or May of each year. Director Steiner noted that it would be a significant amount of revenues as December is the highest generating month with November and January being good months as well. The Board discussed concerns of losing valuable parking spaces and to consider other options for the location.

#### IV. ACTION ITEMS

None.

#### V. ADJOURNMENT

Seeing no other business, Boardmember Simon moved to adjourn the August 15<sup>th</sup> meeting of the Upper Valley Park and Recreation Service Area. The motion was seconded by Boardmember Lundgren and passed unanimously. The meeting adjourned at 10:45 AM.

Respectfully submitted by Chantell Steiner.