

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA  
BOARD MEETING  
Thursday, February 11, 2021 9:00 a.m.  
via Zoom Conferencing**

*Draft Minutes, to be approved*

**I. Roll Call**

Board Members Present: Bob Bugert, Eron Drew, Jason Lundgren, Lauri Malmquist, Aaron Simon, Marco Aurilio (arrived at 8:24am)

City Staff Present: Kelley Lemons, Kiah Patzkowsky

Guests Present: Sharon Waters

Board Member Bob Bugert moved to call the meeting to order, seconded by Board Member Jason Lundgren, all in favor, none opposed. Meeting called to order at 8:04am.

**II. Approval of Consent Agenda**

Board Member Bugert moved to amend the agenda to shift action items before information items and moved to approve the amended agenda. Board Chair Aaron Simon seconded the motion, all in favor, none opposed. Amended agenda approved at 8:05am.

- A. Approval of Agenda
- B. November 12, 2021 Minutes
- C. PRSA Claims Items from November 1, 2021 – December 31, 2021 = \$61,100

**III. Action Items**

- A. Elect Chair, Vice-Chair, and Secretary

Board Member Lundgren moved to nominate Board Member Eron Drew as the PRSA Board Chair – all Board members in favor, none opposed.

Board Member Lundgren moved to nominate Board Member Simon as the PRSA Board Vice Chair – all members in favor, none opposed.

Board Chair Drew moved to nominate Board Member Lauri Malmquist to remain as the PRSA Board Secretary – all members in favor, none opposed.

- B. Fee Schedule - Rate Recommendations for 2022 Season – Rate History Sheet Included

Pool Manager Kelley Lemons shared that she's in favor of maintaining the same rates from 2021

into 2022 due to continued uncertainty about what pool operations might look like in 2022. She shared she was interested in considering raising the rates of private lessons due to increased demand. Board Member Lundgren shared concern about increasing the cost of lessons due to the importance of swimming safety in the area, and Board Member Simon shared concern about creating a barrier for learning to swim by raising rates at this time. Board Chair Drew noted that pool fees tend to remain the same for about three years and shared that the last two years were unusual due to the pandemic. Board Member Lundgren moved to maintain the same pool fees in 2022, Board Member Simon seconded, all in favor, none opposed. Recommendation to maintain pool fees at 2021 rates into 2022 was approved at 8:15am.

#### C. Approval of Interlocal Agreement with Chelan County

Board Member Bugert shared that the document has been reviewed by the Chelan County Prosecuting Attorney and City of Leavenworth's attorney, and that the Chelan County Prosecuting Attorney noted that the Section 5 Duration needed to include verbiage regarding the retirement of general obligation bonds or other debt to be in line with Section 3's stipulation that the City of Leavenworth and Chelan County would not assume any debt or other liability of the PRSA. He shared that the Chelan County Auditor also reviewed the boundaries of the PRSA, correcting a scrivener's error in boundary descriptions. Board Member Lundgren moved to approve the Interlocal Agreement with Chelan County, Board Member Simon seconded. All members in favor (Board Member Bugert recused himself), none opposed, Interlocal Agreement with Chelan County was approved at 8:23am. Board Member Bugert will now move the document on to the Chelan County Commissioners.

#### D. Capital Improvements

##### 1. Pool Enclosure

PRSA Coordinator Kiah Patzkowsky shared an overview of the process of presenting to the City of Leavenworth City Council the PRSA board's intent to move forward with a feasibility study on enclosing the pool via either an RFQ process or moving forward with a relationship with the Washington State Department of Enterprise Services (DES). She shared that the cost of a feasibility study via an RFQ process would be around \$30,000 per Public Works Director Tom Wacholder's estimates and experience; similar costs would be incurred for an investment-grade audit done by DES' engineering partner, the cost for which would either be folded into the overall costs of the pool enclosure project if the project moved forward, or come due if it was decided not to move forward with the enclosure project.

Board Member Lundgren asked for clarity on what would be included in an investment-grade audit by going the DES route. Board Member Marco Aurilio shared some historical information regarding an estimate for an inflatable, removeable cover over the pool. PRSA Coordinator Patzkowsky shared the status of work that has been done already with DES, including a general capital improvement estimate, and a project manager already having been assigned. She shared that the City of Leavenworth would need to sign an InterAgency Agreement with DES in order to continue moving forward. She shared that the DES Project Manager would manage the enclosure

project on the City's behalf if the project moved forward.

Coordinator Patzkowsky shared an update on possible federal funding that the City of Leavenworth applied for, which would include just over \$300,000 that would go towards the pool enclosure project; she reported that more information is expected from Senator Schrier's office February 18. Board Chair Drew asked some clarifying questions regarding whether any limits existed on these federal funds. Coordinator Patzkowsky also shared that the PRSA could recommend to City Council that some funds currently in the pool budget for capital improvements be reallocated to provide funding for this feasibility study. Board Member Aurilio shared thoughts on ways to fund the pool, including grant opportunities and the possibility of tapping into tourism dollars. Board Chair Drew and Board Member Lundgren shared thoughts on pros and cons of moving forward with an RFQ or a relationship with DES, including questions about who ultimately controls the project. Board Member Aurilio moved to recommend reallocating \$30,000 from the pool capital improvement budget line item into being utilized to fund a feasibility study to enclose the pool. Board Member Simon seconded; all in favor, none opposed. Motion passed at 8:54am.

#### **IV. Information Items**

##### **A. Pool Manager & Facility Updates**

Pool Manager Kelley Lemons shared that she didn't have many updates to share, and asked about the status of painting the interior of the pool building. Coordinator Patzkowsky shared that interior painting conversations were happening with Public Works staff. Pool Manager Lemons shared that she would like the PRSA to look into increasing pay for pool employees to remain competitive with other businesses in town. Board Member Lundgren suggested considering a COLA increase for pool staff. Pool Manager Lemons requested that she and Pool Assistant Manager Sharon Waters be able to start their season in March on an hourly basis due to needing to pursue some necessary updated certifications. City Council Member Sharon Waters shared that the City Council has not yet voted on a salary increase for pool employees. Council Member Waters also shared some historical information regarding funding for the original pool and what type of facility residents were willing to fund at the time. Pool Manager Lemons shared that the pool tends to be utilized more heavily on weekdays by residents, and on weekends by tourists. Board Member Aurilio encouraged moving quickly to make pool improvements, and to focus on marketing the pool more broadly to increase usage.

1. Capital Improvements Updates (see Action Items above)
2. Pool Enclosure Updates (see Action Items above)
3. Cashmere City Pool Staffing Collaboration

Coordinator Patzkowsky shared that Cashmere Mayor Fletcher reached out to the PRSA and other pools in the Valley to brainstorm ideas for solving staffing issues that many pools in the area seem to be facing, including the potential for sharing staff and/or sharing training and certification events. Pool Manager Lemons shared some challenges regarding sharing staff or

training responsibilities and requested to be included in future conversations around this issue.

B. 2021 Final City Pool Budget Position through December 31, 2021

Coordinator Patzkowsky reminded the Board that some revenue was down in 2021, most likely due to Covid restrictions, but that revenue in 2022 might look more normal. Pool Manager Lemons shared that staffing issues most likely had an effect on revenue in 2021 as well.

C. 2021 Annual Report – Due by May 30, 2022

Coordinator Patzkowsky shared that she will be working on the 2021 Annual Report due to the State Auditor's Office in late May.

D. Review Aquatic Center Interlocal Agreement w/City of Leavenworth

Coordinator Patzkowsky shared that the PRSA board will vote to approve this Interlocal Agreement in its May board meeting, while Leavenworth City Council will vote on this agreement in February, pending any issues that could arise at the February 8 City Council Study Session.

E. Review Interlocal Agreement with Chelan County (see Action Items above)

F. Chelan County Icicle Road Update

Coordinator Patzkowsky shared that, per Board Member Bugert, Chelan County plans to upgrade the deck of the Cascade Orchard Bridge on Icicle Road, including enlarging the bike/pedestrian width of the bridge via cantilevers, with work expected to begin in the third quarter 2022, pending any issues. She shared that designation of bike lanes would happen after this project is completed and would take some public involvement and coordination with the City of Leavenworth. Vice Chair Simon encouraged the PRSA to remain involved in the public involvement portion of this project.

G. AutoCamp Opportunities for Community Recreation

Coordinator Patzkowsky shared that AutoCamp, a Streamliner campground company, is working on a possible project in the Upper Valley and are looking to partner with an organization to develop a piece of orchard property along the Wenatchee River to be a recreational space for the community. Board Chair Drew shared some potential issues involving development of that property. Board Chair Drew and Vice Chair Simon suggested encouraging AutoCamp to reference the PRSA's needs assessment findings as a guide for what recreational amenities the community could utilize and that the PRSA should otherwise not be involved in the project.

H. PRSA Mailer Update

Coordinator Patzkowsky shared that AHBL, Inc.'s contract has been extended to do design work on a one-page front/backmailer (one side in English, the other in Spanish) recapping the needs

assessment process and key findings, and outlining the PRSA's intended next steps.

I. February 14 Levy Workshop

Coordinator Patzkowsky shared that she will be attending a workshop to learn about levy writing and budgeting hosted by the Chelan County Assessor's office.

**V. Adjournment**

Prior to adjournment, Board Member Aurilio shared that there is a volunteer-run ice skating rink at Kahler Glen at Lake Wenatchee that is looking for a donation from the PRSA. Board Chair Drew shared that Kahler Glen is not within the PRSA's boundaries, and Board Member Simon shared that perhaps in the future the PRSA could consider this if budgets allowed, but not this year.

Board Member Simon moved to adjourn the meeting, seconded by Board Member Aurilio. All in favor, none opposed. Meeting adjourned at 9:30am.

*Minutes submitted by PRSA Coordinator Kiah Patzkowsky.*