

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)  
Leavenworth City Hall Conference Room  
February 18, 2015**

# **MINUTES**

## **I. CALL TO ORDER**

PRSA Vice-Chair Cheri Farivar, called the February 18, 2015 meeting of the PRSA to order at 10:30 AM.

Board Present: Cheri Farivar, Keith Goehner, Elizabeth Thomson and Carolyn Wilson.

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

Visitors Present: Laura Dias.

Laura Dias was in attendance as a potential board member replacement for Steve Keene representing the Peshastin Community Council. Upon discussion it was determined that Ms. Dias does not live within the PRSA boundaries and therefore is not able to fill the position.

## **II. APPROVAL OF MINUTES**

Boardmember Wilson moved to approve the November 19, 2014 meeting minutes. The motion was seconded by Boardmember Thomson and passed unanimously.

## **III. INFORMATION ITEMS**

### **A. Entity Liability Exposure Questionnaire Policy Year 2015 – To be Completed Online**

Finance Director Chantell Steiner noted that this is a review that will be completed online if requested by Enduris that helps the insurance company to contain yearly premium costs.

### **B. 2014 Pool Budget Position through December 31, 2014**

Boardmember Goehner questioned whether or not the Board should make a motion each year to accept the previous year's final approved budget that the Leavenworth City Council has amended. Director Steiner noted that it has not been done in the past but she believes this would be a good step for future audit purposes and will create continuity between the City and the PRSA budgeting.

Boardmember Goehner motioned to approve the final budget for the 2014 year in the amount of \$277,659. The motion was seconded by Boardmember Wilson and passed unanimously.

Director Steiner reviewed the revenues and expenditures with the Board noting that revenues came in lower than anticipated while expenditures were relatively flat compared to prior operating years. She identified the transition in revenues where pool pass sales increased and daily fees decreased with the net comparison being slightly more in 2014 over 2013. The Board then reviewed the major capital expenses completed in 2013 and had a brief discussion of the 2014 capital related items. Pool Manager Kelley Lemons stated that she believes the Swim Team will be assisting in the upcoming season on the replacement of the pool lane ropes. City Administrator Joel Walinski updated the Board on the pool covers noting that the capital costs from 2014 were not spent due to

the Solar & Energy Grants that the City received for the covers and heating controls for the pump system which are currently being installed. The City will be monitoring the utility costs in 2015 after the installation is complete and operational to identify savings. Administrator Walinski reminded the Board that there will need to be some minor costs associated with the Energy Grant as it requires a 10% match; however, that cost would be very minimal and should be offset by the energy savings.

#### C. Enduris 2014 Annual Report

Director Steiner noted that the 2014 Annual Report for Enduris was received and is provided for review if anyone wants to review it.

#### D. 2014 Annual Report – Due by May 30, 2015

Director Steiner stated that the City completes the annual report for the Board and that each year at least one board member is requested to do a review of the annual report prior to submission. She noted that the past several years have been completed by Boardmember Wilson and that she would like to have another member participate in this learning experience. Boardmember Thomson volunteered for the review; Director Steiner will contact her when the report is completed and ready for review prior to submission to the Washington State Auditor's Office.

#### E. Capital Improvement Update – Herb Amick

##### a. Pool Covers and Other Grant Funded Improvements

Public Works Director Herb Amick stated that the grant funded items mentioned by Administrator Walinski are nearly completed.

##### b. Deck Stabilization

Director Amick updated the Board on the deck stabilization noting that Slabjack concrete repair will be utilized this spring to bring the deck back up to an even level. He added that there are some other minor repairs needed to some water lines, a broken ladder and some tile repairs. He then gave a brief update on the ice storm damage to the trees in Lyons Club Park and specifically the large Birch tree that may need to be removed. This tree in years past has created issues with the amount of leaves that drop into the pool area which will be a benefit if removed; however, the tree also provided shaded areas on the deck for customers. Manager Lemons stated that she will need to look into either providing sun sails or umbrellas if possible as this was the only shaded area on the deck.

### **IV. ACTION ITEMS**

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

Boardmember Goehner moved to appoint Cheri Farivar for position of Chair. The motion was seconded by Boardmember Wilson and passed unanimously.

Boardmember Farivar moved to appoint Carolyn Wilson for position of Vice-Chair. The motion was seconded by Boardmember Thomson and passed unanimously.

Boardmember Thomson moved to reappoint Keith Goehner for position of Secretary. The motion was seconded by Boardmember Wilson and passed unanimously.

#### B. Annual Certification of Authorized Voucher/Payroll Signatures

Finance Director/City Clerk Chantell Steiner requested all members to sign the annual certification.

#### C. Fee Schedule – Rate Recommendations for 2015 Season – Rate History Sheet Included

Administration Walinski reviewed the handout showing the historical pool rates from 2011 through 2014. He noted the rate changes that the Board did in 2012 to lower the rates for PRSA residents and increase the rates for those outside of the PRSA. Some low incremental increases were done in 2013 and no changes occurred in 2014. He stated that the Board is tasked with reviewing the rates each year to see if adjustments are needed which could offset future major increases if revenues are not meeting expenditures and goals for reserve funding. Vice-Chair Farivar reminded the Board of the increases to the non-PRSA customers noting the increase is partly due to the PRSA residents paying additional dollars through property tax assessments. She reminded the Council that prior to the increase by the voters in property taxes that a large portion of the funding did come from the non-PRSA customers.

The Board discussed the various rates including daily, season passes, lessons and Kayak rates. It was noted that the lifeguards receive approximately \$17.50 per hour (benefits included) for the lesson rates that are charged at \$30-\$35 per hour; this allows for some profit to the pool to offset the operational costs. Several board members voiced concerns at continually increasing the rates particularly after the residents approved the property tax increase assessments. The Board discussed the many variables that can affect revenues each year including cooler weather, equipment failures and daily closures from storms, fire and fecal matter.

The Board discussed the options for extension of the pool season and whether it would be necessary for the 2015 year. It was noted that opening a week earlier in May would likely not be beneficial due to the colder weather and potential lack of staffing availability. Director Amick added that changing the scheduling may not be feasible for the public works staff as well due to the high activity in the spring and late fall. The Board reviewed the 2015 calendar and due to the timing of when the holidays in May and September occur, it appears that the 2015 year would not need to extend past the Labor Day weekend. Manager Lemons stated that she is working with the School District regarding the lessons which will occur this year in the spring. Vice-Chair Farivar cautioned the Board on setting a precedent on raising rates based on extending the pool season in future years noting that it may not always be feasible and suggested that the yearly review would likely work best. Director Steiner reminded the Board that the revenues generated last year was only about \$500 while the costs to stay open for the additional two weeks exceeded \$1,500 for staffing, utilities and chemicals.

Boardmember Thomson motioned to increase the pool rate for Non-PRSA Residents Lap Swim from \$4.25 to \$5.25 to be in alignment with the General Admission rate and to hold the rates on all other rates within the fee schedule. The motion was seconded by Boardmember Goehner and passed unanimously.

#### **V. ADJOURNMENT**

Seeing no other business, Boardmember Thomson moved to adjourn the February 18th meeting of the Upper Valley PRSA. The motion was seconded by Boardmember Goehner and passed unanimously. The meeting adjourned at 12:00 PM.

Respectfully submitted by Chantell Steiner.