

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)
Leavenworth City Hall Conference Room
May 17, 2017**

MINUTES

I. CALL TO ORDER

PRSA Chair Mia Bretz, called the May 17, 2017 meeting of the PRSA to order at 9:00 AM.

Board Present: Carolyn Wilson, Elizabeth Thomson, Keith Goehner, Mia Bretz, Doug Clarke and Aaron Simon.

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

II. APPROVAL OF CONSENT AGENDA

- A. Approval of Agenda
- B. February 15, 2017 Minutes
- C. April 26, 2017 Special Meeting Minutes
- D. Claims Items from January 1, 2017 – April 30, 2017 = \$15,000.00

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

III. INFORMATION ITEMS

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

Public Works Director Herb Amick reviewed the repairs to the facility that included replacing the sand filter, some flooding issues and repainting of the bath house floors. He stated that the pool is now up and running and has been utilized for the past two days by the pool staff.

Pool Manager Kelley Lemons updated the Board on the progress towards opening that includes hiring and training the lifeguards for the season. She then provided the Pre-Season and Regular Season schedules and identified some minor changes to the times on the Pre-Season schedule. She noted a new time slot for parent/child aquatics that will be monitored for efficiency with use by the residents. Manager Lemons said that the Osborn Elementary swim classes would be done this year and is planned for the first two weeks of the season after Memorial Day; she added that she believes this is paid for from grant dollars that the school acquires. She then updated the Board on equipment needs stating that she would like to spend a few hundred dollars to replace the water aerobics equipment that is severally rusted and that she has purchased the new cables for restringing the swim lane ropes but needs further assistance from the swim team; Boardmember Simon stated that he would reach out to the swim team coach to get that underway. In closing, Manager Lemons stated that she is still working on getting a drink vending machine from either Coke or Pepsi and we will only be offering ice cream this year.

- B. 2017 City Pool Budget Position through 4/30/2017 – Chantell Steiner

Director Steiner reviewed the year to date totals noting that at this time there is little to report as the pool operations have just started this month. She noted the revenues received from the County

Treasurer and that she is currently in process of requesting the first half of annual property taxes. She noted that pool passes are on sale and are now being purchased at City Hall. She then reviewed the expenditures to date noting that most of the repairs have been paid and is included within the report; insurance costs are nearly paid with board coverage costs remaining. She stated that the pool sand filter was finalized in May and will be slightly exceeding the \$17,000 budget. Director Amick added that the maintenance has increased since the City transitioned to the salt water cells as the chemicals are much more corrosive on the pool parts compared to chlorine.

C. 2016 Annual Report Update – Chantell Steiner

Director Steiner stated that the 2016 Annual Report review was completed by Boardmember Bretz and that the report was submitted to the State Auditor's online system in March, prior to the deadline of May 30, 2017.

D. Board Formation and Strategic Planning Discussion Continued

Boardmember Simon provided the Board with an update on information he gathered from the Manson Parks and Recreation District. He stated that Manson chose the District option as it was easier and did not include the interlocal agreement arrangement with a City entity allowing for County support of financial related transactions. The Manson District includes seven parks that includes a campground, boat launch and marina; 2 employees year round and 12 employees during the summer; a variety of programs including athletics for baseball, softball, soccer, aquatics, an Easter egg hunt, geocaching, and various other coordinated activities that engage patrons in recreation and encourages healthy lifestyles. The tax base is currently at \$0.23 per thousand, down from \$0.25 from first passage that passed with a vote of 62.3% of the 60% requirement, and currently generates \$172,000 annually of their \$382,000 budget. He noted the votes that passed were 385 in favor with 233 opposed and encompasses a large taxing area with an annual levy renewal needed every four years. He said that Manson does not have a community center as that was not something that was of interest to their community; although, there is one in Chelan.

The Board reviewed and discussed the differences in the three types of recreation entities noting that there are very little differences in a District versus a Service Area. The two major areas of difference identified includes how the Board is appointed versus elected and the amount of debt capacity that the entities are allowed to have. Boardmember Simon stated that it appears to him that the Service Area is a good fit as it does meet the needs of the residents and has the flexibility to contract with others; he suggested continuing with this type of entity and looking at renewal of the Interlocal Agreement with the County when it comes time. He questioned others on the information and whether anyone sees a downside to continuing as a Service Area; members briefly discussed details of the differences and concurred that the Service Area entity appears to be a good fit. Boardmember Goehner commented on the success of Manson noting that their community is very centralized in the lake recreation while the PRSA members are very widespread and not just Leavenworth centric. Boardmember Simon stated that he would like to see the PRSA consider expansion of programs if affordable and to look at what type of levy increase would be needed to plan for that.

Board Chair Bretz reminded the Board that she would like to do some community outreach to get input on what the area residents would like to see the PRSA do in the future. The Board brainstormed ideas on how best to approach public open houses and survey options that could be administered either online or through direct mailing. Administrator Walinski suggested that if the Board does do mailers they might consider doing a separate mailer to the Peshastin residents that are currently outside of the PRSA to see if there is any interest in being included in the Service Area for renewal in 2020. Boardmember Simon volunteered to reach out to the Leavenworth Echo to see if the PRSA could get a free article explaining what the Board is doing and when the public meetings

would be available for input. The Board considered future dates for having community outreach meetings and suggested doing some preliminary board meetings now through election season to discuss and plan on what the message needs to be and how the Board will collect the data gathered. Ms. Sharon Waters stated that the Board might also consider having fliers at the Pool near the end of the season so that would help generate interest from current pool users to attend and provide input. A preliminary suggested time for the public open house was made to occur the week after the General Election on November 7. The Board requested setting another special meeting for June 21 at 9:00 AM to continue the discussion on preparing for an open public house. Boardmember Clarke added that the Board should also contact the Peshastin Community Council; he noted that they meet on the 2nd Thursday of each month at 7:00 PM in the Legion Hall.

Director Steiner provided some additional information that she had reviewed. She stated that she has done an estimate on city staff support and has calculated a rough estimate of about \$20,000 annually; this does not include the cost of an audit. She noted the statistics that were included in the packet from 2011 that shows where daily walk-in visitors came from that year and stated that the residents living within the city limits of Leavenworth currently comprise 33% of the property values assessed for the annual property tax collections.

Boardmember Goehner updated the Board on his research regarding the question on how the levy rate can change, and in most cases goes down annually due to increased property values. He stated that although it seems that if an entity passes a ballot to request a set amount of cents per thousand that it would appear that this would not change during the years that the levy is in effect; however, due to the 1% limit on annual property tax increases the original ballot is only effective on a cents per thousand in the first year of the request and then limited to 1% for each year thereafter.

IV. ACTION ITEMS

None.

V. ADJOURNMENT

Seeing no other business, Boardmember Thomson moved to adjourn the May 17th meeting of the Upper Valley Park and Recreation Service Area. The motion was seconded by Boardmember Simon and passed unanimously. The meeting adjourned at 10:30 AM.

Respectfully submitted by Chantell Steiner.