

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)  
Leavenworth City Hall Conference Room  
May 18, 2016**

# **MINUTES**

## **I. CALL TO ORDER**

PRSA Chair Carolyn Wilson, called the May 18, 2016 meeting of the PRSA to order at 3:05 PM.

Board Present: Carolyn Wilson, Elizabeth Thomson, Keith Goehner, Mia Bretz and Cindy Puckett.

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

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

- A. Approval of Agenda
- B. February 17, 2016 Minutes
- C. Approval of Final 2015 Budget of \$261,034.00
- D. Claims and Payroll February 6, 2016 – May 11, 2016 = \$5,684.25

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

## **III. INFORMATION ITEMS**

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

Pool Manager Kelley Lemons provided the Board with the 2016 Pre-Season and Regular Season schedules and reviewed some minor changes from last year. She discussed some staffing changes that she will be implementing to reduce overtime costs that will be contingent upon the total number of staff available to cover the pool schedule. In reviewing the pool schedule the Board discussed the current rate for the Swim Team Prep Class and provided a motion to change the rate for this item that is included below under action items. In reviewing the history of the rate it was noted that the \$55 rate has been utilized at the same rate for at least the past five years. Manager Lemons stated that the School District will be having the annual swim lessons for the 3<sup>rd</sup> through 5<sup>th</sup> grade students that will begin this year on May 31. She then stated that the concessions stand will be operational this year with some reduced options rather than attempting to do just vending machines that was discussed in the fall of 2015.

Public Works Director Herb Amick reviewed the repairs to the facility that included replacing a pump that went out (estimate about \$3,000), painting the inside of the bathhouse, review of the deck stabilization from last year and pool interior tile replacements. He said the pool has been filled and is currently ready for the season to begin. He then provided copies of a quote regarding the shade panels from W.M. Smith & Associates, Inc. that totals \$29,604.40. There was a brief discussion on whether the Leavenworth Rotary is going to donate some of the funding and the need to get additional quotes to meet state purchasing requirements before selecting a vendor. Director Amick noted that he wanted to at least provide the one quote so that the Board had an idea of what the cost range would be. Boardmember Thomson questioned the significant cost and whether or not

umbrella style tables would be more economical; Administrator Walinski stated concerns with wind on those types of shade covers but could be considered further once the City acquires more quote options.

Director Amick provided the Board with a different quote from the same vendor for resurfacing the interior of the pool at a cost of \$124,422.39 which also is the same vendor that resurfaced the Cashmere Community Pool this past year. The Board reviewed the need for this capital improvement that has been discussed over the past several years and was accelerated due to citizen complaints last year of the increased sharpness of the bottom of the pool on visitor's feet. Director Amick noted that there are some other building related repairs that will need to be addressed but will not be as costly; he stated that the resurfacing will need to be addressed, at a minimum, within the next two years. Due to the significant cost of this project the Board questioned funding options. Director Steiner noted that the fund balance, which could be considered as capital funding reserves, will likely continue to grow at about \$20,000 annually if no other significant repairs occur. She stated the other option to consider is a separate levy request from the voters; she noted that the current construction bond will require final property tax collections in 2019 opening the door for a new bond collection schedule beginning in 2020 if approved by the voters. It was explained that timing a new bond at the same time as an expiring bond sometimes provides stronger support from the voters as they are not getting an increase in their annual tax collections. The Board requested that Director Amick put together more information on when the timing of the capital repairs would need to be addressed.

#### B. 2016 Pool Budget Position through 4/30/2016

Director Steiner reviewed the year to date totals noting that at this time there is little to report as the pool operations have yet to begin; however, the increased beginning fund balance was due to the property tax increases, savings on operations/maintenance and some capital expenditures in 2015. Commissioner Goehner reminded the Board of the significant staff support from the City of Leavenworth that the PRSA is not directly charged for. Director Steiner then reviewed for the Board the change in property tax revenues that have been moved to a separate "agency fund" within the City of Leavenworth's Budget that now appears as a transfer into the Pool Fund rather than a direct deposit of tax revenues into the Pool Fund. She explained how this new procedure for posting of these revenues would create a separation of the PRSA revenues from the City of Leavenworth revenues for the Pool, how this will change the annual reporting process that is further described below, and that it will have changes to how the PRSA adopts the annual budget related resolutions.

#### C. 2015 Annual Report Update

Director Steiner stated that the 2015 Annual Report review was completed by Boardmember Bretz and that the report was submitted to the State Auditor's online system on April 21, 2016, prior to the deadline of May 29, 2016. In review of the changes this year to the reporting, Director Steiner explained that in the past, the reporting of information was being duplicated by both the City of Leavenworth and the PRSA. By separating the property tax revenues for the PRSA, it would allow for a more streamlined reporting process of all PRSA generated revenues that are collected and distributed by the Chelan County Treasurer's Office. The City of Leavenworth would continue to be responsible for reporting all of the other pool revenues and expenditures for the operations of the pool; she clarified that the City is responsible for the pool employees and not the PRSA. She noted that what triggered this transition was the 3-year interfund loan within the City of Leavenworth's funds from the City's General Fund to the City's Pool Fund. While attempting to report this item in the PRSA's annual report, the Washington State Auditor's Office realized what the discrepancy was and made the suggestion to separate the PRSA's property taxes into a separate agency fund and to not report the other revenues and expenditures that the City of Leavenworth reports in their annual report. She added that the City's Pool Fund will still be presented to the PRSA so they may review

the revenues and expenditures; however, for budgeting and reporting purposes, the PRSA would be reduced to just the property tax collections and payments to the City of Leavenworth for the pool operations.

#### D. Board Formation and Strategic Planning Ideas – Interlocal Agreement Included

City Administrator Joel Walinski updated the Board on previous discussions regarding the Board formation and powers of the Service Area when former Boardmember Steve Keene, with the Peshastin Community Council, wanted the PRSA to consider purchasing the old Peshastin Mill Site property. He stated that upon the review at that time of a Park and Recreation Service Area versus a Metropolitan Park District it was determined that a transition would not be necessary to acquire property; the property is currently being sold and this need no longer exists.

Boardmember Bretz stated that she would like to explore the options of increasing the boundaries to include the Plain and Lake Wenatchee area residents and to expand the services of the PRSA, for instance, adding a Community Center. There was a discussion of the current boundaries of the PRSA and some members were curious as to why the entire Cascade School District was not originally included. Boardmember Goehner commented that Dryden residents may not have been interested in being included as they had easy access to the Cashmere pool. Similarly, residents of the Plain and Lake Wenatchee area may not have been interested as they had the local lakes and the travel distance is significantly greater. Board members stated that it would be interesting to see what revenue changes would occur if the entire Cascade School District was included. Boardmember Goehner stated that the School District boundaries might be a good place to start but cautioned the Board to first seek public input, possibly through surveys, before considering putting a ballot measure forward. Administrator Walinski stated that there are about 1/3 of the students from the School District that currently lives inside city limits; this is unusual for most cities in that a majority of the students typically live within the city boundaries, this could have some affect on passage by the voters as well. Boardmember Bretz recognized that if the services are expanded that the costs of administering the services would also increase and that the Board would likely need to consider more frequent meetings, additional tasks and increased staffing for board support. Boardmember Goehner stated that he would like to see the Board explore the various nodes within the service area and to compile a list of projects before moving forward with any formation or boundary changes; by doing this there would be more information to provide to the voters about what plans the Service Area has in support of a future ballot measure.

The Board proceeded to review some of the differences between a Park and Recreation District (PRD), Park and Recreation Service Area (PRSA), and a Metropolitan Park District (MPD). It was identified that there are a lot of similarities in their functions and powers, all require formation by voter petition or election and revenue authority is slightly higher with a MPD. MPDs, generally due to a larger area, could generate more revenue; however, would be limited to a smaller Board of Commissioners. Director Steiner pointed out that if the PRSA wanted to explore the expansion of the Board members that it appears that can be done by just amending the current Interlocal Agreement with the current Board members. Based on the powers and taxing authority of the PRSA, at this time, there appears to be no need to consider transitioning to a MPD. She added that the PRSA is currently only utilizing about \$0.10 of the \$0.60 limit allowed, so there is room for additional revenue from the current voters within the boundaries.

Administrator Walinski questioned Boardmember Bretz on previous comments that he has heard her reference as to the need for additional recreational opportunities in Leavenworth; he asked her to clarify this for the Board. Boardmember Bretz stated that her constituents have requested looking into covering the pool, creating an ice rink and community center, and to look at doing the second phase of the Skatepark to create more beginner rider options as she has heard that the current Skatepark is too big for beginners. Boardmember Goehner stated that on a per capita basis, the

City of Leavenworth is blessed with all of the recreational opportunities already available and questioned whether the voters would support a change in boundaries and scope. Administrator Walinski stated that there is a benefit of expansion of the boundaries to add more taxpayers to the system; however, would this increase outweigh the services needed and more so that which would be expected from the new taxpayers. Boardmember Goehner reminded the Board of the challenges that the City of Wenatchee had with the Town Toyota Center being more than they could afford and that he does not want to see Leavenworth get into this same situation. Administrator Walinski added that he has spoken with several senior citizen pool users and although their ultimate dream is to see the pool covered for year round use they are also cognizant that the costs to do so are more than they are able to afford. Director Steiner reminded the Board that another option for looking at covering the pool would be to consider a new construction bond debt that could be presented to the voters at the end of the current construction bond debt. Boardmember Bretz added that it will also be important to look at the costs of the current city supported staff for future coverage by the PRSA and to consider putting together a community outreach survey to find out what the citizens would like to see. Administrator Walinski noted that the City has some information already from the citizens regarding parks and recreation that was compiled as part of the 2011 Park Plan; he said the Park Plan can be reviewed at the next meeting. He then provided a brief update to the Board regarding the Ice Rink that was presented by the Leavenworth Ski Hill Heritage Foundation and the results of the Feasibility Study that was completed in June 2015; he noted the main concern of that project was the \$4 Million cost of construction of which there were not enough identified funding resources available.

#### **IV. ACTION ITEMS**

##### **A. Swim Team Prep Class Fee**

Boardmember Goehner moved to increase the Swim Team Prep Class Fee from \$55 per person to \$60 per person. The motion was seconded by Boardmember Puckett and passed 4-1 with Boardmember Thomson opposed.

#### **V. ADJOURNMENT**

Seeing no other business, Boardmember Bretz moved to adjourn the May 18<sup>th</sup> meeting of the Upper Valley Park and Recreation Service Area. The motion was seconded by Boardmember Wilson and passed unanimously. The meeting adjourned at 4:54 PM.

Respectfully submitted by Chantell Steiner.