

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)
Leavenworth City Hall Conference Room
November 15, 2017**

MINUTES

I. CALL TO ORDER

PRSA Chair Mia Bretz, called the November 15, 2017 meeting of the PRSA to order at 9:00 AM.

Board Present: Mia Bretz, Elizabeth Thomson, Doug Clarke and Aaron Simon.

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

Visitors Present: Sharon Waters and Gary Planagan.

II. APPROVAL OF CONSENT AGENDA

- A. Approval of Agenda
- B. August 16, 2017 Minutes
- C. PRSA Claims Items from August 1, 2017 – October 31, 2017 = \$13,300.00

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

III. INFORMATION ITEMS

A. Pool Manager & Facility Update

City Administrator Joel Walinski updated the Board on a recent situation that Manager Kelley Lemons was involved in on an airplane where she performed CPR on an infant and saved the child's life; he noted that the City is working on putting a plaque together in her honor.

Public Works Director Herb Amick updated the Board on the status of the pool noting that it is all closed up and winterized. He identified some ongoing concerns with the solar heat panels and discussed the issues with damage from snow sliding off the devices. There was a brief discussion on the type of panels and poly hoses that are used and potential ways to correct the issues.

B. 2017 City Pool Budget Position through 10/31/2017

Finance Director Chantell Steiner reviewed the City's year to date totals stating that the pool received record revenues this year that were offset well by minimal increases in expenses. She noted that even with the minimum wage increase, the pool fund balance is anticipated to grow slightly from the original planned budget. She reviewed some specific line items and identified the additional increase in the capital project to complete the sand filter rebuild.

C. 2018 City Pool Proposed Budget Review

Director Steiner discussed the proposed changes to the 2018 budget that the City will incorporate in early 2018. She identified the increased beginning fund balance estimate of about \$9,000, salary increases due to additional minimum wage increases, and minor other amendments to align

operating costs with the 2017 year. Director Amick reminded the Board that there are still some issues with the sand filter project and that those additional costs are yet to come in. He added that the 2018 Budget includes some funding to work on repainting the interior changing rooms and other minor repairs.

D. Upper Valley Park & Rec – Regular Levy Preliminary Values for 2018 Tax Year

Director Steiner reviewed the District's total levy value of \$1,321,556,501 and the 1% increase allowed in addition to increases from construction, annexations and refunds. The total allowable estimated increase will go from \$123,003.76 to \$129,958.62; an increase of \$6,954.86 for the District. The Board asked if the City could get a current map of the district area to identify the annexation locations; Director Steiner stated that she would contact the County.

E. 2018 PRSA Budget Document Review

Director Steiner noted that last year the Board adopted a 2-Year Budget document for 2017-2018; however, this is not allowable for this type of District by State law. Due to this factor, the staff has prepared a single document for 2018. She noted that some minor changes were included to the language on page 4 regarding the current discussions underway for capital improvements and strategic planning. She then reviewed the District's budget figures that are included on pages 8 and 9 noting that no changes were necessary to these figures as they were already incorporated with enough flexibility from the previous document.

F. 2018 Meeting Dates

The Board reviewed the normal dates of the 3rd week for the quarterly meetings and discussed the need to readjust the dates due to holidays and election deadlines. The Board confirmed the final dates for 2018 to be February 14, May 9, August 29, and November 14.

IV. ACTION ITEMS

Public Hearing: 2018 PRSA Budget – Chair Bretz opened the public hearing at 9:44 AM. Hearing no comments from the public she closed the hearing at 10:00 AM after approval of the resolutions.

A. Resolution 1-2017 Levy for Annual Regular Property Tax Levy / DOR Form

Boardmember Clarke motioned to approve Resolution 1-2017 approving the levy for annual regular property tax levy / DOR form. The motion was seconded by Boardmember Simon and passed unanimously.

B. Resolution 2-2017 Excess Levy for Bonded Debt

Boardmember Simon motioned to approve Resolution 2-2017 approving the excess levy for bonded debt. The motion was seconded by Boardmember Thomson and passed unanimously.

C. Resolution 3-2017 Adopting a Budget for 2018

Boardmember Thomson motioned to approve Resolution 3-2017 approving the adoption of a budget for 2018. The motion was seconded by Boardmember Simon and passed unanimously.

D. Motion to Authorize the Chair to Sign the Levy Certification

Boardmember Simon motioned to authorize the Chair to sign the levy certification. The motion was seconded by Boardmember Clarke and passed unanimously.

The Board had a brief discussion with Gary Planagan regarding how the State administers the 1% tax limitation that was passed by voters in 2001 via Initiative 747.

V. NEW BUSINESS – ADDED BY CHAIR

Chair Bretz provided the Board with a handout outlining the 2018 PRSA Community Outreach Plan (Proposal) that summarized past discussions for strategic planning and outlined suggested next steps for continuing the process with the public. Boardmember Simon stated that he was encouraged at the recent voter turnout of Proposition 1 by the City for the Park improvements and concurred that having a public meeting on the PRSA's strategic planning would be a good first step. Chair Bretz noted that there will need to be a lot of work completed by a subcommittee and staff assistance to gather all the necessary materials to present to the public. She discussed her vision of having several models and visuals that depict ideas at a high level and possibly including some rough estimates of costs to implement them. Boardmember Clarke suggested that the Board consider having public meetings in a few of the District's areas, including Peshastin, and to consider reaching out to the School District. The Board discussed the need to consider costs to buy land and build if a Community Center is one of the models as well as incorporating annual maintenance and operational costs. Administrator Walinski added that having a coordinator as part of the operational costs could be included. Some ideas for models were discussed and include the following: Ice Rink, covered Pool, athletic field improvements, Park & Recreation Coordinator Position, Trails enhancements, white water/river/rafting programs, and Community Centers (2 possible versions).

VI. ADJOURNMENT

Seeing no other business, Boardmember Simon moved to adjourn the November 15, 2017 regular meeting of the Upper Valley Park and Recreation Service Area. The motion was seconded by Boardmember Thomson and passed unanimously. The meeting adjourned at 10:44 AM.

Respectfully submitted by Chantell Steiner.