

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA
BOARD MEETING**

Wednesday, July 12, 2023, at 3:00 PM

City Hall, Conference Room

(700 US Highway 2, Leavenworth, WA 98826),

via Zoom below:

<https://zoom.us/j/96770135611?pwd=ZkJtMGRhZENiVlZFNTZNcFpSZ05iQT09>

Meeting ID: 967 7013 5611

Passcode: 220940

I. Roll Call

II. Approval of Consent Agenda

- A. Approval of Agenda
- B. May 10, 2023 Meeting Minutes
- C. June 22, 2023, Special Meeting with NAC Minutes
- D. Claim Items from January 1, 2023 – June 30, 2023 = \$117,000

III. Information Items

- A. Pool Manager Update – Kelly Lemons
- B. Facility Update – Tom Wachholder
- C. City Pool Budget Position through 06/30/2023 – Chantell Steiner
- D. Mission Statement – Board Discussion
- E. Open Discussion – 10-15 Minutes

IV. Action Items

- A. Ballot Measure for Expansion

IIV. Adjournment

UPPER VALLEY PARKS AND RECREATION SERVICE AREA
BOARD MEETING
Wednesday, May 10, 2023, at 3:00 PM
City Hall, Conference Room
(700 US Highway 2, Leavenworth, WA 98826)

Board Chair Eron Drew called the meeting to order at 3:03 PM.

I. Roll Call

Board Present: Jason Lundgren, Emerson Peek, Zach Miller, Shon Smith, Eron Drew, Marco Aurilio

City Staff Present: Kelly Lemons, Chantell Steiner, Tom Wachholder, Matthew “Selby,” Brandi Mynatt

Community: Wenatchee World

II. Approval of Consent Agenda

Board Member Smith moved to approve the consent agenda as amended, Board Member Lundgren seconded the motion which passed unanimously.

III. Informational Items

A. Pool Manager Update – Kelly Lemons

Pool Manager Lemons provided the Board with an update on the hiring processes thus far. She stated that a lot of the applicants have scheduling conflicts. She would like to open the pool on weekends; however, she doesn't have enough staff. Board Chair Eron Drew asked how many lifeguards are needed to open on the weekends. Manager Lemons responded that she would need 6-8 dedicated employees. She gave a brief rundown on how the training will go over the next few weeks. The Board discussed the possibility of dropping the drug test but it was noted that this is a safety sensitive position and is necessary. The Board brainstormed hiring ideas; for example: Indeed, Radio ads, and other social media, and newspapers. The Board also discussed wage increases and other incentives for hiring employees. Manager Lemons shared that she and PRSA Clerk Brandi Mynatt and Christie Voos have been working on Online Registration. They will be using a lottery system for lesson selections. Manager Lemons also mentioned that they would do a swim evaluation on kids to ensure they are placed in the correct lesson.

B. Facility Update – Tom Wachholder

Public Works Director Tom Wachholder shared that the maintenance team had the pool heated and ready on May 1, 2023. He mentioned that 3 City employees took their AFO Class Certification. He shared that they will be repairing the Frog to make it operational. The maintenance team finished tiling the floor and wave painting on the walls.

C. City Pool Budget Position through 4/30/2023- Chantell Steiner

Finance Director Chantell Steiner shared the Pool Budget as of 04/30/2023; she stated that she requested \$83,000 of Property Taxes from Council to the County, which was approved last night. She also mentioned that the big expenses for salary and benefits right now are for the PRSA Clerk. She stated that she had received the insurance bill from WCIA for \$18,096, which is for liability insurance for the pool and the employees. Director Steiner also noted that we had paid NAC \$45,139 for the expansion Feasibility Study thus far.

D. PRSA Clerk Update – Brandi Mynatt

PRSA Clerk Brandi Mynatt shared that she had finished and filed the Annual Report and annual insurance liability exposure report for the PRSA Board. PRSA Clerk Mynatt noted that the City Website had been updated with current pool information.

E. WIFI / Swim Team Contract, Fees / PRSA Survey – Mathew “Selby”

City Administrator Selby let the Board know he is still awaiting a proposal from LocalTel regarding WIFI. He shared that he did meet with the Swim Team and is waiting for their contract to be sent in; he also noted that he encouraged them to apply for the Leavenworth Fund. Administrator Selby shared with the Board that he would like to schedule a special meeting with NAC to review the survey results in detail. However, he provided a brief update on some of the current numbers. The Board selected June 22, 2023, at 4:00 PM as a tentative date to be scheduled. Administrator Selby reminded the Board that August 1, 2023 is the deadline if they want to proceed with a property tax increase for a bond measure on the November election. Administrator Selby and Director Steiner also noted that if the Board wants to expand the PRSA Boundary to match the Cascade School District, that would also need to be a ballot measure from Chelan County. PRSA Chair Drew asked Board Member Smith to look into the ballot measure process and report to the Board on the feasibility of the County staff to move this forward; the Board felt this is the first priority that needs to be addressed. The Board briefly discussed different ideas for moving forward with the feasibility study.

F. Mission Statement – Board Discussion

Due to lack of time, this item will be tabled until the July 12, 2023 Meeting.

G. Open Discussion – Board

IV. Action Items

A. Approve Wage increase for Pool employees by \$2.00 on the Top and Bottom end.

The Board discussed the need to provide more flexibility on a wage increase for the pool employees due to the lack of interest and the desire to encourage a higher rate of pay for those

that might work weekends. They reviewed the budget reserve as a source of funding for this year; concerns were noted on the ramifications of other city staff that would not be paid as much. After much deliberation, they were in favor of increasing the pay scale by \$2.00 for all positions that provided lifeguarding.

Co-Chair Lundgren moved to approve the \$2.00 wage increase for all City of Leavenworth Pool Employees to be forwarded to the Leavenworth City Council for review and approval. Board Member Miller seconded the motion, which passed unanimously.

V. Adjournment

Seeing no other business Board Member Lundgren motioned to adjourn the May 10, 2023, meeting of the PRSA. The motion was seconded by Board Member Peek and passed unanimously. The meeting adjourned at 5:07 PM.

Minutes respectfully submitted by Assistant Deputy-PRSA Clerk Brandi Mynatt.

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA
Special - BOARD MEETING**

Thursday, June 22, 2023, 4:00 p.m.

**This meeting is hybrid – in-person at Leavenworth City Hall, Conference Room.
(700 US Highway 2, Leavenworth, WA 98826),**

Board Chair Drew called the meeting to order at 4:05 p.m.

I. Roll Call

PRSA Board Members Present: Chair Eron Drew, Vice-Chair Jason Lungren, Secretary Emerson Peek, Marco Aurilio, Zach Miller, and Shon Smith

City Staff Present: Finance Director Chantell Steiner, Assistant Deputy-PRSA Clerk Brandi Mynatt

Guests: Keith Comes, Brook Hanley, and Ken Ballard from NAC

II. Approval of Consent Agenda

A. Approval of Agenda

III. Information Items

A. Pool Survey Results

Brook Hanley from NAC reviewed the final survey results in detail with the Board and answered questions. Ken Ballard discussed the cost analysis and funding options with the Board regarding the low-cost option facility. He identified shortfalls in both the construction bonding and operations of the pool that will need to be planned for. He identified the need for the potential voter approved Public Facilities District for approximately half of the funding needed for construction the remaining half would need to come from other sources yet to be determined. In addition, a shortfall of approximately \$600,000 in the operational side would need to be considered on how to raise those additional annual funds. He reviewed the number of visitors needed to meet budget projections noting that he did not believe the facility could manage the amount needed to balance. At the completion of the presentation, the Board asked NAC to review the remaining funding and to evaluate the high-cost option for their review.

IV. Adjournment

Seeing no other business, Vice-Chair Lundgren adjourned the June 22, 2023, meeting of the Upper Valley Park & Recreation Service Area Board. The meeting adjourned at 5:37p.m

Minutes respectfully submitted by Assistant Deputy-PRSA Clerk Brandi Mynatt.

expdetl.rpt
 07/05/2023 10:19AM
 Periods: 1 through 6

Expenditure Detail Report

Chelan County of Washington
 01/01/2023 through 06/30/2023

677 Upper Valley Park & Rec
 001 Upper Valley Park & Rec

| <u>Account Number</u> | <u>Adjusted Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date Expenditures</u> | <u>Year-to-date Encumbrances</u> | <u>Balance</u> | <u>Prct Used</u> |
|---|-------------------------------|---------------------|----------------------------------|----------------------------------|----------------|------------------|
| 57000 Culture and Recreation | | | | | | |
| 57600 Park Facilities | | | | | | |
| 57600.60 Capital Outlay | | | | | | |
| 57600.60.000 Capital Outlay | 173,417.00 | 0.00 | 0.00 | 0.00 | 173,417.00 | 0.00 |
| 5/11/2023 apinvoice IN 2023-1 | | | 83,000.00 | | | |
| Vendor: 100383 CITY OF LEAVENWORTH Check # 921081 | | | | | | |
| 6/28/2023 apinvoice IN 2023-2 | | | 34,000.00 | | | |
| Vendor: 100383 CITY OF LEAVENWORTH Check # 924096 | | | | | | |
| 57600.60.000 Capital Outlay | 173,417.00 | 117,000.00 | 117,000.00 | 0.00 | 56,417.00 | 67.47 |
| Total Culture and Recreation | 173,417.00 | 117,000.00 | 117,000.00 | 0.00 | 56,417.00 | 67.47 |
| 58000 Non-Expenditures | | | | | | |
| 58600 Agency Type Disbursements | | | | | | |
| 58600.00 Transfers Out | | | | | | |
| Total Non-Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Upper Valley Park & Rec | 173,417.00 | 117,000.00 | 117,000.00 | 0.00 | 56,417.00 | 67.47 |
| Grand Total | 173,417.00 | 117,000.00 | 117,000.00 | 0.00 | 56,417.00 | 67.47 |

5 YEAR BUDGET COMPARISON

City Of Leavenworth

Time: 11:58:09 Date: 07/03/2023
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176 Community Swimming Pool

| Account | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2023 Appropriated | 2024 Appropriated | Comment |
|--|-------------------|-------------------|-------------------|-------------------|----------------------|----------------------|---------|
| 308 31 00 176 Restricted Beginning Net Cash & Invest | 220,131.24 | 207,967.95 | 173,300.59 | 169,546.33 | 169,546.00 | 141,123.00 | |
| 308 Beginning Balances | 220,131.24 | 207,967.95 | 173,300.59 | 169,546.33 | 169,546.00 | 141,123.00 | |
| 311 10 00 001 Real & Personal Property Taxes | 88,500.00 | 87,900.00 | 81,000.00 | 83,000.00 | 173,417.00 | 197,000.00 | |
| 310 Taxes | 88,500.00 | 87,900.00 | 81,000.00 | 83,000.00 | 173,417.00 | 197,000.00 | |
| 347 30 00 000 Pool Pass Ent. Fees | 0.00 | 6,798.40 | 22,014.00 | 25,191.00 | 34,000.00 | 34,000.00 | |
| 347 30 00 001 Pool Concession Fees | 0.00 | 0.00 | 115.00 | 30.00 | 2,000.00 | 2,000.00 | |
| 347 30 00 002 Pool Daily Ent. Fees | 0.00 | 491.00 | 4,300.00 | 3,171.00 | 40,000.00 | 40,000.00 | |
| 347 30 00 003 Pool Rental Fees | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 | |
| 347 30 00 004 Pool Swim Lessons | 0.00 | 1,805.00 | 3,445.00 | 6,700.00 | 15,000.00 | 15,000.00 | |
| 347 30 00 005 Pool Swim Special Lessons Rate | 0.00 | 0.00 | 2,170.00 | 910.00 | 3,500.00 | 3,500.00 | |
| 347 30 00 006 Swim Team Rental | 0.00 | 0.00 | 0.00 | 0.00 | 4,000.00 | 4,000.00 | |
| 340 Charges For Goods & Services | 0.00 | 9,094.40 | 32,044.00 | 36,002.00 | 99,500.00 | 99,500.00 | |
| 361 11 17 060 Investment Interest | 1,551.28 | 187.67 | 260.81 | 3,332.64 | 2,000.00 | 2,500.00 | |
| 367 11 01 076 Pool Donations | 0.00 | 139.00 | 416.40 | 1,833.59 | 150.00 | 150.00 | |
| 369 91 01 076 Miscellaneous Revenue | 0.00 | 160.52 | 648.22 | 794.28 | 1,250.00 | 1,250.00 | |
| 360 Interest & Other Earnings | 1,551.28 | 487.19 | 1,325.43 | 5,960.51 | 3,400.00 | 3,900.00 | |
| 397 76 00 035 Trans In-Fm #104 Lodging Tax (Tourist Support) | 0.00 | 0.00 | 0.00 | 38,039.50 | 76,079.00 | 78,533.00 | |
| 397 Interfund Transfers | 0.00 | 0.00 | 0.00 | 38,039.50 | 76,079.00 | 78,533.00 | |
| TOTAL REVENUES: | 310,182.52 | 305,449.54 | 287,670.02 | 332,548.34 | 521,942.00 | 520,056.00 | |
| 576 20 10 000 Salaries & Wages | 5,457.94 | 17,310.49 | 21,310.84 | 27,630.69 | 168,609.00 | 177,040.00 | |
| 576 20 20 000 Benefits | 545.44 | 2,256.64 | 3,190.69 | 8,320.06 | 29,977.00 | 32,376.00 | |
| 576 20 31 000 Office & Operating Supplies | 722.82 | 27,062.84 | 7,608.02 | 7,168.43 | 30,000.00 | 30,000.00 | |
| 576 20 31 001 Operating Supplies-Concessions | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 1,500.00 | |
| 576 20 31 002 Credit Card Service Charges | 64.80 | 53.13 | 4.05 | 68.70 | 1,500.00 | 1,500.00 | |
| 576 20 35 000 Small Tool & Minor Equipment | 0.00 | 1,803.01 | 0.00 | 1,073.06 | 500.00 | 500.00 | |
| 576 20 40 001 Other Interfund Svs & Chgs | 1,799.00 | 1,948.00 | 2,160.00 | 2,080.00 | 4,160.00 | 4,118.00 | |
| 576 20 40 005 External Taxes-Sales-B&O Taxes | 0.00 | 0.00 | 20.91 | 230.61 | 7,000.00 | 7,000.00 | |
| 576 20 41 000 Professional Services | 0.00 | 0.00 | 0.00 | 95.00 | 1,500.00 | 1,500.00 | |
| 576 20 41 001 Election Costs | 0.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 5,000.00 | |
| 576 20 41 002 Comm. Needs Assessment Study | 0.00 | 0.00 | 883.37 | 0.00 | 0.00 | 0.00 | |
| 576 20 41 003 Audit Costs | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 0.00 | |

5 YEAR BUDGET COMPARISON

City Of Leavenworth

Time: 11:58:09 Date: 07/03/2023

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176 Community Swimming Pool

| Account | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2023 Appropriated | 2024 Appropriated | Comment |
|--|-------------------|------------------|------------------|-------------------|----------------------|----------------------|---------|
| 576 20 42 000 Comm-Phone/Postage/Fx | 1,263.99 | 1,005.01 | 618.93 | 884.54 | 1,200.00 | 1,200.00 | |
| 576 20 44 000 Advertising | 63.26 | 121.58 | 304.37 | 2,281.86 | 750.00 | 750.00 | |
| 576 20 46 000 Insurance | 6,870.00 | 7,208.00 | 7,106.00 | 18,096.00 | 20,619.00 | 21,650.00 | |
| 576 20 47 000 Utilities | 2,594.17 | 4,665.08 | 5,963.39 | 7,980.73 | 23,000.00 | 24,000.00 | |
| 576 20 48 000 Repairs & Maintenance | 83.11 | 103.18 | 496.99 | 3,567.73 | 5,000.00 | 5,000.00 | |
| 576 20 49 000 Misc-Reg/Dues/Subscriptions | 0.00 | 0.00 | 82.00 | 1,425.00 | 1,000.00 | 1,000.00 | |
| 576 Park Facilities | 19,464.53 | 63,536.96 | 49,749.56 | 80,902.41 | 304,315.00 | 314,134.00 | |
| 594 76 41 001 Expansion Feasibility Study | 0.00 | 0.00 | 0.00 | 49,354.25 | 69,820.00 | 0.00 | |
| 594 76 63 002 Pool Equipment Replacement | 0.00 | 9,369.37 | 1,278.86 | 0.00 | 5,000.00 | 5,000.00 | |
| 594 76 63 004 Chemical Remote Sensor | 11,542.59 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 594 76 63 008 Pool Heater Elements/Salt Cells | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 | |
| 594 76 63 010 Pool Resurface / Surge Tank Replacement | 100,272.94 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 594 Capital Expenditures | 111,815.53 | 9,369.37 | 1,278.86 | 49,354.25 | 77,320.00 | 7,500.00 | |
| 508 31 00 176 Restricted Ending Fund Balance | 0.00 | 0.00 | 0.00 | 0.00 | 140,307.00 | 198,422.00 | |
| 999 Ending Balance | 0.00 | 0.00 | 0.00 | 0.00 | 140,307.00 | 198,422.00 | |
| TOTAL EXPENDITURES: | 131,280.06 | 72,906.33 | 51,028.42 | 130,256.66 | 521,942.00 | 520,056.00 | |
| FUND GAIN/LOSS: | 178,902.46 | 232,543.21 | 236,641.60 | 202,291.68 | 0.00 | 0.00 | |