

**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),**

**via Zoom below:**

<https://zoom.us/j/96770135611?pwd=ZkltMGRhZENiVlZFNTZncFpSZ05iQT09>

**Meeting ID: 967 7013 5611**

**Passcode: 220940**

**I. Roll Call**

**II. Approval of Consent Agenda**

- A. Approval of Agenda
- B. March 8, 2023 Meeting Minutes

**III. Information Items**

- A. Pool Manager Update – Kelly Lemons
- B. Facility Update – Tom Wachholder
- C. City Pool Budget Position through 02/28/2023 – Chantell Steiner
- D. PRSA Clerk Update – Brandi Mynatt
- E. Matthew “Selby” – WIFI, Swim Team Contract / Fees, PRSA Survey
- F. Mission Statement – Board Discussion
- G. Open Discussion – 10-15 Minutes

**IV. Adjournment**

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

**Wednesday, March 08, 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

Guest: Keith Comes and Ken Ballard from NAC

**II. Approval of Consent Agenda**

Board Chair Eron Drew moved to approve the consent agenda, Board Member Marco Aurilio seconded, and the motion was approved unanimously.

**III. Informational Items**

**A. Pool Enclosure Update for NAC Architecture (NAC)**

Keith Comes from NAC shared the pool renderings and comments from the January Community Engagement Night. The Board discussed and agreed that they wanted to continue with the presented covered facility option questioning changes to the glass walls and possibility of expanding the roof glass panels for a more "outdoor" feel. The Board also discussed and decided not to move forward with the DynaDome due to the maintenance cost and longevity of the product. The Board discussed survey ideas; they all agreed that the community needs to be surveyed to see how the community feels about the Aquatic and Recreation Center options and whether they will support further taxation. Keith Comes reviewed funding options noting the potential for about \$9 million of the project to come from a PFD (Public Facility District) Sales Tax. There is also the possibility of using up to about 25% of the expenses from the City's Lodging Taxes. City Administrator Selby suggested a special meeting when discussing the pool design due to time restraints. In closing, NAC will refine the survey in the week and send it to the Board for review.

**B. Pool Manger Update – Kelly Lemons**

Pool Manager Kelly Lemons didn't have an update at this time; she noted that her contract will start April 1, 2023. She stated that she and PRSA Clerk Brandi Mynatt will work on setting up online registration.

**C. Facility Update – Tom Wachholder**

Public Works Director Tom Wachholder shared that the maintenance team is working on tiling the floor and touching up the paint on the wall where the lockers were. They are still painting and refinishing the benches. Those will be reinstalled before the pool opens for the season. He also stated that they would start getting the pool ready for summer as soon as the snow melts.

**D. City Pool Budget Position 02/28/2023 – Chantell Steiner**

Finance Director Chantell Steiner shared the Pool Budget as of 02/28/2023; she stated that the budget started the year off just under \$170,000. The quarterly lodging tax transfer did occur, and property taxes will begin being collected as of April 30, 2023. Finance Director Steiner also mentioned that the significant costs to date are insurance and the cost of the pool feasibility study with NAC. She also noted that the budget shows 2023 Appropriated as \$39,820 for the expansion feasibility study; this will be amended per the contract to \$69,820.

**E. PRSA Clerk Update – Brandi Mynatt**

PRSA Clerk Brandi Mynatt shared her research on the sunshades and pool climbing wall. She stated that sun sails are relatively inexpensive to purchase. However, they are only suitable for a season, and the installation is expensive. She also shared that the climbing wall would most likely have to be attached to the inside of the pool. Public Works Director Tom Wachholder mentioned that the pool would need to be drained in order to secure it.

**F. Capital Items Previously Discussed – Board Discussion**

1. Pool Shade Options
2. Climbing Wall

The Board asked Finance Director Steiner what a safe amount is to spend on capital upgrades for this year's season; Director Steiner commented that no more than \$50,000 would be safe to ensure a healthy reserve fund balance. The Board discussed ideas for pool upgrades; Board Chair Drew provided a recap of the discussion noting umbrellas for sunshades, adding free Wi-Fi, and ensuring online registrations are critical; Manager Lemons can look at other easy-to-achieve and low-cost options for amenities that can be explored.

Board Member Aurilio shared his ideas for helping the swim team, noting that he would like to see them have a no-cost contract to support our local swim team members. Pool Manager Lemons noted that the swim team currently pays for the pool rental when it has swim meets, as well as the cost of lifeguards during their practices. The Board discussed the idea of covering the cost of the pool rental and lifeguards on the night of swim meets to free up funds for them to use that money on kids who can't afford to pay for the swim team. The PRSA Board liked the idea of waiving all fees for the Leavenworth Swim Team if the funds were turned into scholarships for others. Pool Manager Lemons mentioned waiving fees for swim lessons for kids who don't have access to them. Administrator Selby stated that he would be in touch soon with the swim team

to discuss their contract.

**G. Rate History Sheet With 2023 Approved Rate – Brandi Mynatt**

PRSA Clerk Brandi Mynatt shared the updated Pool Rate Sheet for 2023. She noted that the only rates changed were the Non-PRSA Members, stating that it was raised by approximately 20% per the Board recommendation at the last meeting. PRSA Clerk Mynatt pointed out that only the day use fee and season passes were increased. Finance Director Steiner commented that if the Board was good with the rates, she will prep City Council at the April Study Session adoption planned for the April 25<sup>th</sup> Council Meeting.

**H. PRSA Community Survey – Jason Lundgren**

City Administrator Selby asked the Board to review the draft survey questions provided in their packet from NAC that incorporates Board Member Lundgren's survey questions and that he would pass along to NAC for further refinement.

**I. Kahler Glen Ice Skating – Marco Aurilio**

City Administrator Selby commented that the Board, per legal counsel, could only fund projects within the PRSA Boundaries. Board Member Aurilio asked what it would take to change the boundaries to match the School District. Discussion ensued on the process to be handled through the County with an election being necessary by the voters of the proposed new boundary and that this was recently explored with the renewal of the interlocal agreements. Pool Manager Lemons asked if there was a way to see who was in the Cascade School District but not in the PRSA to see if they were interested in joining the PRSA. Director Steiner suggested that Clerk Mynatt reach out to the County Assessor's office for the different mailing address files for comparison.

**J. Mission Statement and Consolidation with City Parks – Marco Aurilio**

Due to lack of time, this item will be tabled until the May 10, 2023 Meeting.

**IV. Adjournment**

Seeing no other business Board Member Emerson Peek motioned to adjourn the March 8, 2023 meeting of the PRSA. The motion was seconded by Board Vice Chair Jason Lundgren and passed unanimously. The meeting adjourned at 5:07 PM.

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

5 YEAR BUDGET COMPARISON

City Of Leavenworth

Time: 09:47:49 Date: 05/03/2023

Page: 1

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	0.00	0.00	0.00	0.00	173,417.00	197,000.00	
310 Taxes	0.00	0.00	0.00	0.00	173,417.00	197,000.00	
347 30 00 000 Pool Pass Ent. Fees	0.00	0.00	0.00	0.00	34,000.00	34,000.00	
347 30 00 001 Pool Concession Fees	0.00	0.00	0.00	0.00	2,000.00	2,000.00	
347 30 00 002 Pool Daily Ent. Fees	0.00	0.00	200.00	0.00	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	0.00	0.00	0.00	15,000.00	15,000.00	
347 30 00 005 Pool Swim Special Lessons Rate	0.00	0.00	0.00	0.00	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	0.00	200.00	0.00	99,500.00	99,500.00	
361 11 17 060 Investment Interest	1,274.40	129.48	117.90	2,222.01	2,000.00	2,500.00	
367 11 01 076 Pool Donations	0.00	0.00	0.00	0.00	150.00	150.00	
369 91 01 076 Miscellaneous Revenue	0.00	0.00	0.00	0.00	1,250.00	1,250.00	
360 Interest & Other Earnings	1,274.40	129.48	117.90	2,222.01	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	
<b>TOTAL REVENUES:</b>	<b>221,405.64</b>	<b>208,097.43</b>	<b>173,618.49</b>	<b>209,807.84</b>	<b>521,942.00</b>	<b>520,056.00</b>	
576 20 10 000 Salaries & Wages	0.00	3,815.00	6,727.50	9,515.89	168,609.00	177,040.00	
576 20 20 000 Benefits	127.91	604.57	1,727.08	5,051.43	29,977.00	32,376.00	
576 20 31 000 Office & Operating Supplies	350.00	1,009.68	447.64	80.00	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	43.20	0.00	-24.95	0.00	1,500.00	1,500.00	
576 20 35 000 Small Tool & Minor Equipment	0.00	1,565.66	0.00	0.00	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	0.00	15.25	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	454.37	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: 09:47:49 Date: 05/03/2023  
Page: 2

### 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	746.80	348.63	399.13	610.07	1,200.00	1,200.00	
576 20 44 000 Advertising	63.26	121.58	304.37	0.00	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	1,737.93	1,862.89	1,839.16	1,612.94	23,000.00	24,000.00	
576 20 48 000 Repairs & Maintenance	0.00	0.00	0.00	0.00	5,000.00	5,000.00	
576 20 49 000 Misc-Reg/Dues/Subscriptions	0.00	0.00	0.00	950.00	1,000.00	1,000.00	
576 Park Facilities	11,738.10	18,484.01	21,140.30	38,106.58	304,315.00	314,134.00	
594 76 41 001 Expansion Feasibility Study	0.00	0.00	0.00	45,139.25	69,820.00	0.00	
594 76 63 002 Pool Equipment Replacement	0.00	4,051.03	0.00	0.00	5,000.00	5,000.00	
594 76 63 008 Pool Heater Elements/Salt Cells	0.00	0.00	0.00	0.00	2,500.00	2,500.00	
594 Capital Expenditures	0.00	4,051.03	0.00	45,139.25	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	
<b>TOTAL EXPENDITURES:</b>	<b>11,738.10</b>	<b>22,535.04</b>	<b>21,140.30</b>	<b>83,245.83</b>	<b>521,942.00</b>	<b>520,056.00</b>	
FUND GAIN/LOSS:	209,667.54	185,562.39	152,478.19	126,562.01	0.00	0.00	