

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

Thursday, September 11, 2025, at 3:00 PM

City Hall, Council Chambers

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

and online via Zoom below:

<https://zoom.us/j/95583542484?pwd=gYUTEjal31cczzScbj135tbibSiaOA.1>

Meeting ID: 955 8354 2484

Passcode: 487312

The Mission of the Upper Valley Parks and Recreation Service Area is to provide recreational activities and facilities to enhance the quality of life of everyone.

I. Roll Call

II. Approval of Consent Agenda

- A. Approval of Agenda
- B. July 10, 2025 Meeting Minutes
- C. PRSA Claims Items from July 1, 2025 – August 31, 2025 = \$0.00

III. Information Items

- A. Upper Valley Aquatics Booster Update (UVAB) – Kurt Peterson - *10 minutes*
- B. Howard Hopkins Memorial Pool 2025 Season Survey – Kara Raftery
- C. Pool & Facility Updates – Kelley, & Andi Backstrum-Zontek
- D. 2025 City Pool Budget Position through 8/31/2025 – Chantell Steiner
- E. Succession Planning for Future Pool – Board Discussion Continued

IV. Action Items

V. Adjournment

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA
BOARD MEETING MINUTES
Thursday, July 10, 2025, at 3:00 PM
City Hall, Council Chambers
(700 US Highway 2, Leavenworth, WA 98826)**

The Mission of the Upper Valley Parks and Recreation Service Area is to provide recreational activities and facilities to enhance the quality of life of everyone.

I. Roll Call

Board Present: Chair Shane Thayer, Secretary Shannon Lemons, Vice-Chair Travis McMaster at 3:07 PM, Kristian Winston, Cyndi Garza and Shon Smith.

City Staff Present: Finance Director Chantell Steiner, City Administrator Matthew Selby, Pool Manager Kelley Lemons, and Accounts Payable Specialist Vanessa Ontiveros.

Guest Speakers: Upper Valley Aquatic Booster Representative Kurt Peterson.

II. Approval of Consent Agenda

- A. Approval of Agenda
- B. May 10, 2025, Meeting Minutes
- C. PRSA Claims Items from May 1, 2025 – June 30, 2025, = \$120,000.00

Board Member Garza moved to approve the consent agenda. The motion was seconded by Chair Thayer and passed unanimously.

III. Information Items

- A. Upper Valley Aquatics Booster Update (UVAB) – Kurt Peterson - *10 minutes*

Kurt Peterson of the Upper Valley Aquatic Booster (UVAB) reported that the City Council has provided support for Splash Bash. Due to scheduling challenges with vacations, the event is scheduled for Saturday, August 23, 2025, with maximum capacity of 175 attendees. The Board discussed timing, and while there is consideration of hosting the event at the end of the season, it was decided to proceed prior to the start of school. Cashmere lifeguards may be able to assist. The green event will have waste loop that provides reusable cups with no balloons. It was noted the website for pool passes experienced more than normal timeouts, also emphasized the importance of providing clear explanations to the public and being more proactive with communications. Assistance with outreach was also offered by Kurt.

- B. Pool & Facility Updates – City Administrator Selby & Pool Manager Lemons

City Administrator Matthew Selby reported repairs required to open the pool began November 2024 and have involved several major projects. The resurfacing of the pool flooring included the application of a textured layer followed by an epoxy coating over the existing concrete floors, which was a necessary step to improve both safety and durability. In addition to the resurfacing, work was also completed on the zero-entry pool area to enhance accessibility for all users. Electrical components throughout the facility were upgraded to meet safety standards.

The replacement of the filtration system proved to be the most significant and time-consuming portion of the project, with work beginning February 2025. Due to ongoing supply chain challenges, essential parts were not received until mid-May, which caused the additional delays. Further complications arose when the filtration system installation was completed incorrectly. As a result, a different contractor had to be brought in to correct the errors and finish the job properly. Once the new sand filter was installed, it was discovered the valve necessary for backwashing the filter had not been included in the completed work. This oversight caused further delays. Discussion continued on Item F below regarding succession planning.

Finance Director Chantell Steiner read a report from Public Works Director Andi Zontek-Backstrum who reported that the pool is up and running; however, a minor issue did crop up today regarding the PH machine that is being manually turned on for staff until repair is completed.

Pool Manger Kelley Lemons updated the Board noting the staff training for the PH machine, ongoing training of pool staff, some challenges with swim lessons and passes with the new online RecDesk system and tonight will be the first swim meet. Overall, challenges aside, there is good progress in the opening itself and there will be limited data anticipated from the new online system software this first year as staff and patrons learn how to utilize the system. There was a brief discussion on pool schedules, it was noted that these will be posted online.

C. 2025 City Pool Budget Position through 06/30/2025 – Chantell Steiner

Director Steiner provided an update on specific budget items. Property taxes collected totaled \$120,000. Pool entrance fees were noted to have close to a 40% discount. Salary and Wages line items were discussed as trending higher due to overlapping time usage as the pool covers 50% of the Accounts Payable Specialist position. Due to recent turnover, time has been dedicated to training with the previous Specialist for two weeks. The budget also absorbed cost for a new desktop computer purchase for the pool instead of a laptop because of the new software RecDesk, which required infrastructure from Firefly. However, there were savings on utilities due to the late start, as well as reduced repairs and maintenance expenses thanks to the assistance provided by the Public Works Department. Additionally, there was discussion on potential discounts for next year. It was noted that RecDesk will provide official numbers; although, they may not be very accurate with all the training/learning this first year. Data may be available by the next meeting.

D. Property Tax Collections with Chelan County - Board Discussion

The Board discussed concerns regarding errors made by the County in property tax collections. Questions were raised as to whether the County should be held responsible for the mistake. It was noted that the City Council is currently carrying out a no-interest loan as a result of the shortfall from their General Fund. The Board Members expressed that the County should be held accountable and, at minimum, provide a formal statement acknowledging responsibility. It was noted that County representatives attended the City Council meeting, and communication with the public was also discussed. It was explained that there has been approximately a 30% increase in taxes over the past five years. The Board also discussed the ongoing need to improve outreach and explanation to the residents.

E. Vision & Values – Board Discussion

The Council decided to defer further discussion until January 2026.

F. Succession Planning for Future Pool - Selby

Administrator Selby provided an overview of the Feasibility Study conducted in November 2022 on the City pool. The study indicates that the current pool is failing, with an estimated remaining lifespan of five to six years.

The concept of an indoor pool was discussed, with construction costs estimated at \$20–25 million, excluding an annual operating subsidy of approximately \$600,000. Given that the current operating budget is \$469,000 for a four-month season, transitioning to an indoor pool would require dividing this budget across twelve months. The conclusion was that this option is financially infeasible. Based on a population of approximately 120,000 residents throughout Chelan & Douglas County, sustaining an indoor pool was deemed unrealistic, highlighting the need for long-term planning.

The Board discussed alternative options, including removing the indoor pool concept from consideration and focusing on the future of an outdoor pool. This could involve placing a measure on the fall ballot to begin collecting funds in the following year. Additionally, the Board discussed amending the current feasibility study and engaging an architect for a second review to guide next steps. This discussion will continue as a main priority for the Board moving into this fall and into 2026.

The Needs Assessment completed in 2021 and the full Feasibility Study completed in December 2023 is available on the UVPRSA document portal located on the City of Leavenworth website.

IV. Action Items

A. Approval of \$1,800.00 for UVAB 2025 Splash Bash Funding in August

Chair Thayer motioned to approve and not to exceed amount of \$1,800.00 for UVAB 2025

Splash Bash Funding in August. The motion was seconded by Board Member Lemons and passed unanimously.

B. Approval of Discounted Pool Passes for 2025 Due to Late Season Start

Chair Thayer motioned to approve discounted pool passes for 2025 as discussed with a 40% discount due to the late season start. The motion was seconded by Board Member McMaster and passed unanimously.

V. Adjournment

Seeing no other business Chair Thayer motioned to adjourn the July 10, 2025, meeting of the UVPRSA. The motion was seconded by Vice-Chair McMaster and passed unanimously. The meeting adjourned at 5:01 PM.

The minutes are respectfully submitted by Accounts Payable Specialist Vanessa Ontiveros.

DRAFT

Howard Hopkins Memorial Pool 2025 Season Survey

Thank you for a wonderful 2025 season at the Howard Hopkins Memorial Pool! Your feedback is invaluable as we plan for future seasons and continue to improve our facilities and programming. Please take a few moments to complete this survey and share your experience with us.

About You

- **Residency:** (Please check one)
 - Upper Valley Park & Recreation Service Area (PRSA) Resident
 - Leavenworth City Resident, Icicle Rd, East Leavenworth Rd, Ski Hill Rd, Chumstick Hwy (Within First ~10 miles), North Rd, Peshastin
 - Non-PRSA Resident
 - Lake Wenatchee Area, Plain, Blewett Pass/Hwy 97, Dryden, Chumstick (Greater than ~10miles), Wenatchee, East Wenatchee, Cashmere, Entiat, Chelan
 - I am unsure of my residency status
 - Visitor / Out of the Area
- **How often did you visit the pool this season?**
 - Multiple times a day
 - Daily
 - Several times a week
 - Once a week
 - A few times a month
 - Once or twice all season
 - Not at All / Other
- **What activities does your household participate in? Select all that apply.**
 - Swimming Lessons
 - Open Swim
 - Shallow Open Swim
 - Senior Lap Swim

- Lap Swim
- Water Exercise
- Swim Team

General Demographics

- **What age range do you fall into?**
 - Under 18
 - 18-24
 - 25-34
 - 35-44
 - 45-54
 - 55-64
 - 65+
- **How many people are in your household?**
- **How many people in your household use the pool?**

Overall Experience

- **On a scale of 1 to 5, with 1 being "Poor" and 5 being "Excellent," how would you rate your overall experience at the Howard Hopkins Memorial Pool this season?**
 - 1
 - 2
 - 3
 - 4
 - 5
- **What was your favorite thing about the pool this season?**
- **What was your least favorite thing about the pool this season?**

Pool Operations & Programming

We understand that this year the pool opened later than usual (i.e., July 7th) and the season was extended as long as possible (i.e., September 19th).

- **Please rate your satisfaction with the following aspects of the 2025 pool season:**
 - **Level of Service from Pool Staff:** (1 = Very Dissatisfied, 5 = Very Satisfied)
 - 1
 - 2
 - 3
 - 4
 - 5
 - **Pool Schedule & Hours:** (1 = Very Dissatisfied, 5 = Very Satisfied)
 - 1
 - 2
 - 3
 - 4
 - 5
 - **Programming (e.g., open swim, lap swim, lessons, etc.):** (1 = Very Dissatisfied, 5 = Very Satisfied)
 - 1
 - 2
 - 3
 - 4
 - 5
- **What are your thoughts on the new RecDesk online registration system?**
 - 1 (difficult to use)
 - 2
 - 3
 - 4
 - 5 (easy to use)

- I did not use RecDesk
- **If you used RecDesk, what aspects did you find most and least helpful?**

Health & Safety

- **This season saw a change and subsequent rollback of the swim diaper policy. What are your thoughts on the policy and its impact on your family's experience?**
- **The pool experienced several accidental fecal release (AFR) incidents this season, leading to closures. How did these incidents and closures affect your visits?**

Swim Lessons

- **Did you or a family member participate in swim lessons this season?**
 - Yes
 - No

Suggestions & Amenities

- **What are some small amenities you would like to see at the pool? (e.g., new lounge chairs, shaded areas, slide, etc.)**
- **Would you like to see a family pass option that includes more than two adults?**
 - Yes
 - No
 - Maybe / Unsure

Open Comments

- **Please use this space for any additional comments you may have regarding the 2025 pool season or any other suggestions for improvements at the Howard Hopkins Memorial Pool**

5 YEAR BUDGET COMPARISON

City Of Leavenworth

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176 Community Swimming Pool

Account	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2025 Appropriated	2026 Appropriated	Appropriated Comment
308 31 00 176 Restricted Beginning Net Cash & Invest	173,300.59	169,546.33	101,432.77	103,222.34	103,222.00	90,031.00	
308 Beginning Balances	173,300.59	169,546.33	101,432.77	103,222.34	103,222.00	90,031.00	
311 10 00 001 Real & Personal Property Taxes	108,000.00	117,000.00	110,000.00	120,000.00	425,000.00	430,000.00	- Anticipate ~ \$ 75K Oct/Nov
310 Taxes	108,000.00	117,000.00	110,000.00	120,000.00	425,000.00	430,000.00	
347 30 00 000 Pool Pass Ent. Fees	27,244.05	31,450.00	37,544.74	22,694.50	38,000.00	39,000.00	- Roughly 60% / 40% Discount
347 30 00 001 Pool Concession Fees	324.00	317.00	538.00	220.00	500.00	500.00	
347 30 00 002 Pool Daily Ent. Fees	20,343.00	22,998.00	25,734.70	13,749.61	25,000.00	25,000.00	- Roughly 55% / more will filtered in
347 30 00 004 Pool Swim Lessons	16,141.40	23,468.00	18,346.38	13,482.00	25,000.00	25,000.00	
347 30 00 005 Pool Swim Special Lessons Rate	2,170.00	910.00	0.00	0.00	0.00	0.00	
347 30 00 006 Swim Team Rental	0.00	0.00	0.00	0.00	7,000.00	7,000.00	
340 Charges For Goods & Services	66,222.45	79,143.00	82,163.82	50,146.11	95,500.00	96,500.00	
361 11 17 060 Investment Interest	540.06	4,862.90	4,504.61	2,420.22	12,000.00	10,000.00	Not occurring
367 11 01 076 Pool Donations	1,289.81	2,520.71	149.00	100.00	400.00	400.00	
369 91 01 076 Miscellaneous Revenue	1,524.42	1,970.24	2,281.75	0.00	2,300.00	2,400.00	- See Credit Card Svc Charges
360 Interest & Other Earnings	3,354.29	9,353.85	6,935.36	2,520.22	14,700.00	12,800.00	
397 76 00 035 Trans In-Fm #104 Lodging Tax (Tourist Support)	0.00	57,059.25	72,234.00	87,542.25	116,723.00	123,798.00	- Considering one-time to add O&M of Capital
397 Interfund Transfers	0.00	57,059.25	72,234.00	87,542.25	116,723.00	123,798.00	
TOTAL REVENUES:	350,877.33	432,102.43	372,765.95	363,430.92	755,145.00	753,129.00	
576 20 10 000 Salaries & Wages	84,236.81	134,998.92	111,361.41	104,561.25	283,254.00	302,970.00	Will come in under but
576 20 15 000 Overtime	0.00	0.00	0.00	803.24	33.00	33.00	Sept unknown - taxes
576 20 20 000 Benefits	8,574.13	18,759.02	17,837.46	16,033.31	57,226.00	60,340.00	will hit in Oct \$ Jan 26
576 20 25 000 Overtime Benefits	0.00	0.00	0.00	334.61	0.00	0.00	
576 20 31 000 Office & Operating Supplies	17,532.73	12,814.47	20,426.73	20,259.22	25,000.00	25,000.00	
576 20 31 001 Operating Supplies-Concessions	0.00	0.00	250.40	0.00	0.00	0.00	
576 20 31 002 Credit Card Service Charges	826.60	1,075.27	1,339.52	421.97	2,100.00	2,200.00	
576 20 35 000 Small Tool & Minor Equipment	0.00	1,073.06	1,567.90	5,231.13	2,500.00	2,500.00	
576 20 40 001 Other Interfund Svs & Chgs	3,240.00	4,160.00	5,922.00	6,680.25	8,907.00	8,702.00	Will be under
576 20 40 005 External Taxes-Sales-B&O Taxes	4,132.58	4,328.84	5,165.61	2,619.20	6,000.00	6,250.00	
576 20 41 000 Professional Services	0.00	953.07	0.00	0.00	1,000.00	1,000.00	

5 YEAR BUDGET COMPARISON

City Of Leavenworth

176 Community Swimming Pool

Time: 15:24:48 Date: 09/04/2025
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Account	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2025 Appropriated	2026 Appropriated	Appropriated Comment
576 20 41 001 Election Costs	0.00	0.00	0.00	2,631.47	2,650.00	0.00	
576 20 41 002 Comm. Needs Assessment Study	2,594.43	0.00	0.00	0.00	0.00	0.00	
576 20 41 003 Audit Costs	0.00	0.00	0.00	0.00	2,100.00	0.00	- May occur in 2026
576 20 42 000 Comm-Phone/Postage/Fx	844.49	1,267.52	1,387.26	1,629.62	2,100.00	2,200.00	
576 20 44 000 Advertising	419.05	2,610.11	1,046.24	370.00	2,500.00	2,500.00	
576 20 46 000 Insurance	10,136.00	21,276.00	32,779.00	37,559.24	37,671.00	42,997.00	
576 20 47 000 Utilities	14,884.96	15,299.60	8,135.07	10,408.21	29,000.00	31,000.00	TBD - Sept unknown
576 20 48 000 Repairs & Maintenance	1,757.18	4,140.64	5,456.29	3,750.00	5,000.00	5,000.00	
576 20 49 000 Misc-Reg/Dues/Subscriptions	82.00	2,097.00	1,256.28	3,403.69	2,500.00	2,500.00	- Extra plus AFO Training
576 Park Facilities	149,260.96	224,853.52	213,931.17	216,696.41	469,541.00	495,192.00	
594 76 41 001 Expansion Feasibility Study	87.45	65,159.52	0.00	0.00	0.00	0.00	
594 76 63 002 Pool Equipment Replacement	1,278.86	0.00	30,270.42	38,560.35	109,473.00	131,089.00	unknown - Andri?
594 76 63 003 Pool Sand Filters Replacement	0.00	0.00	0.00	87,594.30	86,100.00	0.00	
594 76 63 008 Pool Heater Elements/Salt Cells	0.00	0.00	0.00	0.00	0.00	2,500.00	
594 Capital Expenditures	1,366.31	65,159.52	30,270.42	126,154.65	195,573.00	133,589.00	
508 31 00 176 Restricted Ending Fund Balance	0.00	0.00	0.00	0.00	89,481.00	123,798.00	
508 31 01 176 Restricted EFB For Payroll Reserve	0.00	0.00	0.00	0.00	550.00	550.00	
999 Ending Balance	0.00	0.00	0.00	0.00	90,031.00	124,348.00	

TOTAL EXPENDITURES: 150,627.27 290,013.04 244,201.59 342,851.06 755,145.00 753,129.00

FUND GAIN/LOSS: 200,250.06 142,089.39 128,564.36 20,579.86 0.00 0.00

L Cash Balance end of August
* Sept. w/ payroll - \$44K in Fund so far.