UPPER VALLEY PARKS AND RECREATION SERVICE AREA
BOARD MEETING
Thursday, July 9, 2026, at 3:00 PM
City Hall, Council Chambers
(700 US Highway 2, Leavenworth, WA 98826),
and online via Zoom below:
https://zoom.us/j/95561415795?pwd=aPgDxRThGzP7M3cCk5z3hYYhCvMAk2.1
Meeting ID: 955 6141 5795
Passcode: 612245

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. May 14, 2026, Meeting Minutes
C. Annual report 2025
D. Audit Report 2023-2025

III. Information Items

A. Upper Valley Aquatics Booster Update (UVAB) (10 Minutes) – Kurt Peterson
B. Pool & Facility Updates – Kelley Lemons & Andi Zontek-Backstrum
C. 2026 City Pool Budget Position through 6/30/2026 – Chantell Steiner
D. Vision & Values – Board Discussion

IV. Action Items

V. Adjournment

UPPER VALLEY PARKS AND RECREATION SERVICE AREA
BOARD MEETING MINUTES
Thursday, May 14, 2026, 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 Members Present: Chair Shane Thayer, Secretary Shannon Lemons, Kristian Winston, Cyndi Garza and Shon Smith.

City Staff Present: City Administrator Matthew Selby, Finance Director Chantell Steiner, Pool Manager Kelley Lemons, and Recreation and Tourism Manager Steven Rubinstein.

Guest Speakers: Upper Valley Aquatic Booster Representative Kurt Peterson.

II. Approval of Consent Agenda

A. Approval of Agenda
B. March 10. 2026 Special Joint Meeting Minutes with City Council
C. March 12, 2026, Meeting Minutes
D. Chelan County Property Tax Requests & Claims Items = $260,000.00

Board member Thayer moved to approve the consent agenda. The motion was seconded by Board member Garza and approved unanimously.

III. Information Items

A. Upper Valley Aquatics Booster Update (UVAB) (10 Minutes)

Kurt Peterson, participating remotely, reported that the primary focus of UVAB is currently on preparations for the Summer Splash Bash 2026. Volunteer recruitment is at approximately 75 percent of the target number of volunteers, managed through SignUpGenius, and a reminder will be sent to the UVAB email list. The event will incorporate recycling and composting stations, with dedicated volunteer coverage for those activities.

Peterson noted that securing event insurance proved significantly more difficult than anticipated, requiring outreach to no fewer than nine insurance companies before obtaining coverage through Sadler Insurance. As a result of the policy terms, event attendees will be required to sign a liability waiver upon entry. UVAB is working out logistics for a wristband system to identify participants who have signed waivers, and a single-page waiver with a consolidated signature page is being considered to reduce friction at the entrance.

Finance Director Steiner raised a question about whether WCIA, the city's insurance provider, had been considered for a special events permit, noting the city is often able to obtain event coverage at favorable rates. Peterson responded that he had been directed toward the swim team's provider, which led to Sadler. Steiner agreed to follow up with staff offline and suggested UVAB explore the WCIA option in future years.

Regarding event funding, Peterson reiterated the request—carried over from the prior year—for city support to offset food, beverage, and insurance costs, estimated at approximately $1,600 or less (excluding insurance). Chair Thayer indicated a willingness to bring the request before the City Council. Steiner cautioned that the Council previously approved a similar request but encouraged the group to apply through the Leavenworth Grant Fund going forward, and that Councilmember Hessburg may raise that point again. City Administrator Selby recommended that UVAB apply in the next Leavenworth Fund grant round, anticipated to be published in July with an application deadline near Labor Day, and confirmed that the swim team could serve as UVAB's fiscal sponsor in the absence of a 501(c)(3) designation. Peterson confirmed UVAB would pursue that path.

B. Pool & Facility Updates – Kelley Lemons & Administrator Selby

Pool Manager Kelley Lemons reported the following completed items in preparation for the upcoming season: the pool has been fully converted to a chlorine treatment system (replacing the prior salt system); liner coating has been completed; a new primary pump has been installed with a secondary pump available on-site as a backup; the new automated vacuum is operational; and lounge chairs have been placed on the pool deck. Additionally, staff member Ara Arakelian is working to bring the rooftop solar units back online, though their status does not affect pool operations.

Lifeguard training is currently underway, with water training scheduled for the following week. The pool remains on track for a Memorial Day weekend opening. The seasonal schedule is expected to be posted online shortly, and season pass sales are already live. A brief discussion clarified that the pool's season pass structure allows for two adults from the same household plus their children (up to six), with add-on passes available for additional adults. Lemons noted a small number of purchasers appeared to be circumventing the add-on structure and would need to be contacted for corrections.

A pop-up in-person pass sales event is scheduled for the following day (Friday, May 15) at the pool, from 10:00 AM to noon and 5:00 to 7:00 PM. The Board discussed the limited social media promotion of the event and the season pass launch generally, noting a city website post dated May 12 existed but had not been amplified on Facebook. Peterson offered to share approved content through UVAB's social channels and email list. City Administrator Selby agreed to forward the existing post content to Peterson. Lemons reported that pass sales have generated approximately $8,000 in revenue within the first two days of being live.

A constituent inquiry regarding early pool opening during warm weather was raised by Chair Thayer. Steiner and Selby noted that the pool's Memorial Day opening reflects the full operational timeline required of Public Works and the staffing and training requirements managed by Lemons. The pool has historically not opened before Memorial Day weekend, and even upon opening, programming remains limited until school is out and lifeguards are available for daytime shifts.

C. 2026 City Pool Budget Position Draft through 4/30/2026 – Chantell Steiner

Finance Director Steiner reported that the April budget amendment has been incorporated and the 2026 appropriated budget is current. Property taxes were collected correctly, including the additional one-third increment expected in 2026. Steiner and staff plan to complete and submit the draw request the following day, which would bring in the $260,000 in property tax revenue. With approximately $16,000 remaining in the fund at the end of April, the draw request is critical to maintaining operations without triggering an interfund loan, at least in the near term.

Steiner also reported that the upcoming state audit will cover three years (2023, 2024, and 2025) rather than the originally anticipated two, following a request to add the 2025 year when the State Auditor's Office made contact. The estimated additional cost for the third year is approximately $3,000, consistent with the standard rate of approximately $1,000 per audit year.

Board member Smith asked for clarification on the salary and benefits figures appearing significantly higher in the 2026 appropriated column compared to prior-year actuals. Steiner explained that the 2026 budget is built for full operational capacity across a full season, whereas prior-year figures represent actuals only through April of each respective year, making the comparison appear larger than it would at year-end.

D. **Vision & Values – Board Discussion**

Board members shared the vision and values statements they had prepared as homework from the March meeting. The discussion was lively and collaborative, with participants building on each other's language and identifying common themes.

Board Member Cindy Garza presented a draft vision statement: "To provide recreational opportunities and spaces that are inviting, inclusive, available, and sustainable for residents and visitors alike." Her proposed core values included accessibility, cleanliness, being well-maintained, being valued by the community, and sustainability both financially and ecologically.

Finance Director Steiner relayed that absent Board Member Travis McMaster had submitted values including safety first, community wellness, lifelong learning and recreation, and connection to place.

Board Member Kristian Winston shared a similar set of values—safety, welcoming, responsible (financially and in terms of stewardship), and active—and offered several vision statement framings such as "improve the quality of life by…" and "to enrich the lives of our residents by…" as starting points for wordsmithing.

Chair Thayer offered a vision statement: "A vibrant community where parks, nature, and recreation inspire healthy lifestyles, connections, and lifelong enjoyment." The word "vibrant" resonated strongly with other members. He also highlighted learning and discovery as a value, emphasizing the importance of encouraging exploration and connection to the outdoors.

Board Member Smith suggested adding language around confidence building and growth through experience, noting the value of recreation in helping individuals—particularly youth—achieve things they previously thought impossible. He also raised the idea of incorporating year-round access language, should the PRSA expand beyond seasonal pool operations.

The conversation touched briefly on the PRSA's potential to expand into trails, parks, and other recreational facilities. Steiner noted that while the PRSA currently holds no land of its own, it can operate facilities under agreements such as the existing arrangement with the City for the pool. City Administrator Selby mentioned an upcoming visit to review the disc golf course at the mill site as one potential future opportunity.

The discussion turned to the City of Peshastin's possible desire to exit the PRSA. Several PRSA board members confirmed that they were aware of this sentiment. Board member Winston stated that surveys conducted among a small subset of constituents indicated a slight negative sentiment, with 54 respondents in favor of exiting the PRSA and 46 against. Several board members indicated that, based on their discussions with elected representatives in Peshastin, they did not believe it was likely that the City of Peshastin would pursue an exit before the next vote due to the outsized resource requirement of such an action.

Following the discussion, Steiner proposed a path forward: staff would compile all submitted vision statements and core value keywords into a consolidated document. At the next meeting, the Board would work through core values first—since having a defined value set makes crafting the vision statement more coherent—and then finalize the vision statement. Key words surfaced during this meeting's discussion included: vibrant, safety, welcoming, responsible, community-oriented, fun, stewardship, inclusion, and growth through experience.

IV. Action Items

No formal action items were presented for board consideration during this meeting.

V. Adjournment

Board Member Garza motioned to adjourn the meeting. The motion was seconded by Board Member Lemons and carried unanimously. The meeting adjourned at approximately 3:59 PM.

Respectfully submitted by: Steven Rubinstein, Recreation and Tourism Manager

ANNUAL REPORT CERTIFICATION

Upper Valley Parks and Recreation Service Area

(Official Name of Government)

2803

MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the Fiscal Year Ended 12/31/2025

GOVERNMENT INFORMATION:

Official Mailing Address	PO Box 287
	Leavenworth, WA 98826
Official Website Address	https://cityofleavenworth.com/your-city-hall/upper-valley-park-recreation-service-area/
Official E-mail Address	chantell@cityofleavenworth.com
Official Phone Number	509-548-5275

AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title	Chantell Steiner Finance Director
Contact Phone Number	509-548-5275
Contact E-mail Address	chantell@cityofleavenworth.com

I certify 7th day of May, 2026, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Signatures

Steven Rubinstein (steven.j.rubinstein@gmail.com)

Upper Valley Parks and Recreation Service Area
Schedule 01
For the Year Ended December 31, 2025

MCAG	Fund Number	Fund Name	BARS Account	Description	Amount
2803	001	General	3089100	Unassigned Cash and Investments - Beginning	17,113.24
2803	001	General	3111000	Property Tax	190,231.90
2803	001	General	3370000	Local Awards, Entitlements, Tribal Government Distributions, and Other Payments	196.14
2803	001	General	5762040	Swimming Pools - Services	200,000.00
2803	001	General	5089100	Unassigned Cash and Investments - Ending	7,541.28

Upper Valley Parks and Recreation Service Area
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2025

		001 General
Beginning Cash and Investments		
308	Beginning Cash and Investments	17,113
388 / 588	Net Adjustments	-
Revenues		
310	Taxes	190,232
320	Licenses and Permits	-
330	Intergovernmental Revenues	196
340	Charges for Goods and Services	-
350	Fines and Penalties	-
360	Miscellaneous Revenues	-
Total Revenues:		190,428
Expenditures		
510	General Government	-
520	Public Safety	-
530	Utilities	-
540	Transportation	-
550	Natural/Economic Environment	-
560	Social Services	-
570	Culture and Recreation	200,000
Total Expenditures:		200,000
Excess (Deficiency) Revenues over Expenditures:		(9,572)
Other Increases in Fund Resources		
391-393, 596	Debt Proceeds	-
397	Transfers-In	-
385	Special or Extraordinary Items	-
381, 382, 389, 395, 398	Other Resources	-
Total Other Increases in Fund Resources:		-
Other Decreases in Fund Resources		
594-595	Capital Expenditures	-
591-593, 599	Debt Service	-
597	Transfers-Out	-
585	Special or Extraordinary Items	-
581, 582, 589	Other Uses	-
Total Other Decreases in Fund Resources:		-
Increase (Decrease) in Cash and Investments:		**(9,572)**
Ending Cash and Investments		
50821	Nonspendable	-
50831	Restricted	-
50841	Committed	-
50851	Assigned	-
50891	Unassigned	7,541
Total Ending Cash and Investments		**7,541**

The accompanying notes are an integral part of this statement.

Upper Valley Parks and Recreation Service Area

Schedule 21 Questions 1-6 (unaudited)

For Fiscal Year Ended: 2025

Property and Liability Insurance	Health and Welfare Insurance	Unemployment Compensation Obligations	Workers Compensation Obligations
Belong to a public entity risk pool	Not applicable – no such benefits offered	Not applicable – no employees	Not applicable – no employees

Washington PFML Program	Entity	Government Type
Pay premiums to the State's program for both benefits	Upper Valley Parks and Recreation Service Area	Park and Recreation District

Upper Valley Parks and Recreation Service Area

Schedule 22 - Audit Assessment Questionnaire (unaudited)

For Fiscal Year ended December 31, 2025

Reference	#	Question	Answer	Explanation

INSTRUCTIONS FOR PREPARER!!IMPORTANT!! Click the "SAVE" button at the bottom periodically as you complete the questions below. Be sure to save before refreshing the page.

The Schedule 22 questions can be found below and are categorized based on the type of operation each question is related to. Click the category title to expand or collapse that category of questions.

Import Prior Year Responses: responses to specific questions from the prior year annual report may be imported by clicking the "Import Prior Year Responses" button below. NOTE: this will not import ALL responses from the prior year, it is only allowable for certain questions.

Please review the imported responses to ensure they are still accurate. If needed, you can update the responses that were imported from the prior year.

FINANCIAL MONITORING

Reference	#	Question	Answer	Explanation
	1	Please indicate which of the following best describes the accounting system of the government: A) Rely on the County Treasurer (no other accounting software used) B) Other accounting software (i.e. QuickBooks, BIAS, Vision, Excel, etc.).	(A)	
	2	Does the government use their own bank accounts in lieu of or in addition to the County Treasurer? If yes, please attach bank statements for the fiscal year. *Note: auditors will request all monthly bank statements for the reporting year during the audit. If preferred, you may attach all statements here.*	No	
	7	Does the Governing Body receive and review monthly financial reports? If yes, please describe what is reviewed and how often. Examples include: cancelled checks, financial reports from the county, expenditure listings, bank accounts or petty cash activity.	Yes	The PRSA Board receives, reviews, and approves all expenses processed through Chelan County at Bi-Monthly meetings.

Reference	#	Question	Answer	Explanation
	8	Preparation of Financial Reports - please describe the process or procedure for the preparation of financial statements (including the Schedule 01). Please identify any significant changes that occurred since the prior year (ex: staff turnover).	Chelan County Posting encompassing the fiscal year are used to prepare financial statements. No significant changes have been made to the process, the PRSA support staff paid for by the City of Leavenworth did have turnover in April 2026 and the new employee was trained by the City's Finance Director to submit this report.	
	9	Does the government have a process for pre-authorizing payments (id. use of an auditing officer) or are all payments approved by the governing body prior to issuance? If yes, provide a brief explanation of what the process is.	No	
	10	Has the government contracted out for, or recently assumed responsibility for, any major governmental function? If yes, please explain. For example: contracts for accounting services, janitorial/grounds keeping or other maintenance contracts; the government performs fire protection services for another government assumes a new water system from another government or annexations.	No	
CURRENT OPERATIONS				
	11	Please check all boxes that occurred during the fiscal year. If none of these events occurred, please check the box for "none".	None	

Reference	#	Question	Answer	Explanation
	16	Did the government make any significant updates to key administrative, personnel, or financial policies? If yes, please attach the newest policy.	No	
	17	Did the government enter into, or modify any existing, interlocal agreements? If yes, please attach.	Yes	**Attachments** ILA Chelan County-PRSA Board v.06.09.2025 Final Signed.pdf
	18	Does the government have a system or process to record information about its capital assets, including buildings, equipment, etc.? If yes, please describe the process for tracking.	No	
SIGNIFICANT DISCLOSURES				
	19	Did the government receive any non-SAO audits during the year? If yes, please attach related report. For example: work of internal auditors, state/federal grant review, etc.	No	
	20	Is the government currently involved in any lawsuits? We may be requesting an update on the status of legal matters during the audit.	No	
	21	Are there any licensing, regulatory, contracting, or granting agencies with the ability to impose material penalties that would play a role in the government's ability to continue? If yes, please list the agency that could impose them. Examples include: Department of Health, FEMA, etc.	No	
REVENUES AND EXPENDITURES				
	22	Please describe any new sources of revenues or expenditure streams, or state there were none. Examples include: new activities, special levies, state or federal grants, leases, etc.	None.	
	23	Were there any rate increases during the fiscal year?	Not Applicable	

Reference	#	Question	Answer	Explanation
	24	Attach rate and fee schedules in effect during the fiscal year.	Attached	**Attachments** Pool Rate History 2015 - 2025.pdf
	25	Does the government accept cash/checks locally (using its own staff, issuing receipts) or use a third-party vendor to bill or receipt payments? Please check all that apply.	NA - No Receipting	
	29	Please check all that apply to the government and list the authorized balance for each fund or account in the explanation box:	None	
	38	What type(s) of electronic payment (EFT/ACH) does the government make? Please list them in the box below. Examples include: payroll, direct deposit, employee reimbursements, wire transfers, AP vendor payments, etc.	None.	
	39	Does the government incur payroll costs?	No	
	41	Please mark all that apply to the government: ***Note:*** "open store accounts" refers to arrangements where individuals may make purchases on the government's behalf that are subsequently billed (e.g., local hardware store).	None	
	43	Does the government receive any funds from state or federal grantors? If yes, please attach the grant agreements for the reporting year.	No	
REQUIRED ATTACHMENTS				
Informational	44	**Meeting Minutes -** Attach the meeting minutes and resolutions for **all** governing body meetings held during the reporting year.	Attached	**Attachments** 2025 UVPRSA Meeting Minutes.pdf

Reference	#	Question	Answer	Explanation
	45	**Cash Balance Summary -** Attach a copy of the year -end County Treasurer (or other fiscal agent) report (s) inclusive of all year-end cash and investment balances. If the government holds funds outside of the County, please upload the first and last bank statements of the year, inclusive of all cash and investment balances.	Attach	**Attachments** 2025 UVPRSA GL Trial Balance Report.pdf
	46	**Detailed Revenue by Source -** Attach a copy of the County Treasurer's Revenue Report that shows total receipts for the reporting year by revenue source. If the County does not provide this report, please upload comparable accounting records to substantiate revenue activity and/or all bank statements for the year that comprise the government's financial statements.	Attach	**Attachments** 2025 UVPRSA Revenue Detail.pdf
	47	**Detailed Expenditure List -** Attach warrant registers, payroll registers, check registers and/or petty cash log detailing all expenditures made during the year. This includes those expenditures paid by the County on a government's behalf due to Treasurer responsibilities.	Attach	**Attachments** 2025 UVPRSA Expense Detail.pdf
Informational	48	**Cash Receipting Policy -** Attach a detailed description of the government's invoicing, cash and check receiving and deposit process. The description should include name of positions completing tasks in the process and all reconciliations and reviews performed. Include a copy of your written Cash and Check Receipting Policy or procedure if you have one. This request applies to **all governments that invoice for a service** (including third party billing services) **or** receive funds other than at the county treasurer (including charges for services or goods, fees, donations, grants, etc.).	Not Applicable	

Reference	#	Question	Answer	Explanation
Informational	49	**Elected Official List -** Click the "ADD ROW" button to add the applicable number of rows for each governing board member. If the governing board exceeds 5 members, please include the 3-top-ranking Board officers (e.g. chair/president, treasurer, etc.). Note: (*) mailing address is an optional field but should be provided for at least one board member.		
		Governing Board Member Name	Shane Thayer	
		Board Member Spouse Name	N/A	
		Business Interest(s)	Leavenworth City Councilmember, IT Specialist for Sherpas IT, Event Staff for Mission Ridge, Chair of PRSA Board, member of Upper Valley Aquatics Boosters. Commissioner of the Leavenworth Bavarian Adult Mixed Softball league	
		Phone Number	5096792502	
		Email Address	sthayer@cityofleavenworth.com	
		Mailing Address*	PO Box 287, Leavenworth, WA 98826	
		Governing Board Member Name	Shon Smith	
		Board Member Spouse Name	Janeen Smith	

Reference	#	Question	Answer	Explanation
		Business Interest(s)	Chelan County Commissioner, Owner Wok About Grill	
		Phone Number	5096676219	
		Email Address	shon.smith@co.chelan.wa.us	
		Mailing Address*	411 Washington St, Wenatchee WA 98801	
		Governing Board Member Name	Cyndi Garza	
		Board Member Spouse Name	Javier Garza	
		Business Interest(s)	Cascade School District Board Member, Commissioner for Chelan County Cemetery District #2 in PeshastinBoth Retired	
		Phone Number	5096301926	
		Email Address	cgarza@cascadesd.org	
		Mailing Address*	9730 Nibbelink Road, Peshastin, WA 98847	
		Governing Board Member Name	Kristian Winston	
		Board Member Spouse Name	N/A	

Reference	#	Question	Answer	Explanation
		Business Interest(s)	City of Leavenworth Building Code Inspector 2	
		Phone Number	5096307097	
		Email Address	kwinston@cityofleavenworth.com	
		Mailing Address*	8309 River View Road, Peshastin, WA 98847	
		Governing Board Member Name	Travis McMaster	
		Board Member Spouse Name	Jodi McMaster	
		Business Interest(s)	Leavenworth City Councilmember & Various Boards, Design Salt, Inc. in Wenatchee, GM COCOON, Spouse own Blank Kanvas in Leavenworth, Co Founders of Rovers and Wine at Silvara Cellars	
		Phone Number	5098007861	
		Email Address	tmcmaster@cityofleavenworth.com	
		Mailing Address*	PO Box 287, Leavenworth, WA 98826	
		Governing Board Member Name	Shannon Lemons	
		Board Member Spouse Name	N/A	

Reference	#	Question	Answer	Explanation
		Business Interest(s)	City of Leavenworth Parking Program Manager	
		Phone Number	3607224559	
		Email Address	slemons@cityofleavenworth.com	
		Mailing Address*	11645A Chumstick Highway, Leavenworth, WA 98826	
Preparer	50	Please include the below information in the text box for the local government personnel who completed the annual report. **Full name, role (e.g., Secretary, Board Member, etc.)** **Telephone number** **E-mail address**	Steven Rubinstein, City of Leavenworth Recreation and Tourism Manager/Acting PRSA Clerk (509)986-0769 srubinstein@cityofleavenworth.com	

Department of Revenue Washington State

Ordinance / Resolution No. 1-2025

RCW 84.55.120

WHEREAS, the Board of Upper Valley Park & Recreation Service Area has met and considered
(Governing body of the taxing district) (Name of the taxing district)

its budget for the calendar year 2026 ; and,

should have been levied
403,808.49 -

WHEREAS, the districts actual levy amount from the previous year was $ 191,926.86 ; and,
(Previous year's levy amount)

WHEREAS, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.
(Year of collection)

* should have been
4038.09

The dollar amount of the increase over the actual levy amount from the previous year shall be $ 1,919.27

which is a percentage increase of 1 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

*Levy Correction of $70,627.38

Adopted this 13 day of November , 2025 .

Shannon Lemons

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

UPPER VALLEY PARK AND RECREATION SERVICE AREA
CHELAN COUNTY, WASHINGTON

RESOLUTION NO. 2-2025

A RESOLUTION OF THE UPPER VALLEY PARK AND RECREATION SERVICE AREA BOARD, CHELAN COUNTY, WASHINGTON, ADOPTING A BUDGET FOR 2026, AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

WHEREAS, on April 29, 1998 and reaffirmed on February 22, 2022, the Upper Valley Park and Recreation Service Area Board ("Board") approved an interlocal agreement through December 31, 2042 with the City of Leavenworth ("City") designating the City as the lead agency for the construction, operation, maintenance, and management of an aquatic center pool project to be located in the Leavenworth vicinity; and

WHEREAS, on November 6, 2018, voters of the PRSA also approved an extension of a regular tax levy in an amount not to exceed \$0.11 per \$1,000 of the assessed valuation in each of six consecutive years (2019-2024) for the maintenance and operating costs associated with the pool; and

WHEREAS, on August 6, 2024, voters of the PRSA also approved a regular tax levy in an amount not to exceed \$0.15 per \$1,000 of the assessed valuation in each of six consecutive years (2025-2030) for the maintenance and operating costs associated with the pool; and

WHEREAS, on November 13, 2025, the Board of the PRSA approved Resolution 1-2025 setting the regular tax levy for maintenance and operations at what should have been the prior year's collections of \$403,808.99 to include a regular property tax levy increase of \$4,038.09 (1%) in 2026 as outlined in Resolution 1-2025; and

WHEREAS the operations of the pool in 2026 require the adoption of an annual budget.

NOW THEREFORE BE IT RESOLVED BY THE UPPER VALLEY PARK AND RECREATION SERVICE AREA BOARD, CHELAN COUNTY, WASHINGTON, AS FOLLOWS:

Section 1. Budget The 2026 budget shall be as follows:

Maintenance and Operating Fund.................................\$478,000.00

Section 2. Authorization of Officials. The Secretary and Chair of the Board, the Chelan County Treasurer, and the Board of County Commissioners of Chelan County, Washington, are hereby authorized and directed to take all action, to do all things consistent with this Resolution, and to execute all documents necessary to effectuate this Resolution, including the collection of excess and regular property tax levies, and the distribution of funds as approved by the Board or the City of Leavenworth on behalf of the Board.

ADOPTED by the Upper Valley Park and Recreation Service Area Board, Chelan County, Washington, at a regular open public meeting thereof, of which due notice was given as provided by law, this 13th day of November 2025, the following Members being present and voting:

UPPER VALLEY PARK AND RECREATION SERVICE AREA
CHELAN COUNTY, WASHINGTON

Chair and Boardmember	Vice-Chair and Boardmember
Boardmember	Boardmember
Boardmember - Secretary	~~Secretary and~~ Boardmember

Department of Revenue Washington State

Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Shane Thayer ,
(Name)

Chair , for Upper Valley Park & Rec. Service , do hereby certify to
(Title) (District Name)

the Chelan County legislative authority that the Board
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in **2026** as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on **11/13/25** :
(Date of Public Hearing)

Regular Levy: $550,000.00
(State the **total** dollar amount to be levied)

Excess Levy: $0.00
(State the **total** dollar amount to be levied)

Refund Levy: $ 312.25
(State the **total** dollar amount to be levied)

Signature: Shane Thayer Date: 11/13/25

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REV 64 0100e (w) (2/21/12)

UPPER VALLEY PARKS AND RECREATION SERVICE AREA
BOARD MEETING
Thursday, January 9, 2025, at 3:00 PM
City Hall, Council Chambers
(700 US Highway 2, Leavenworth, WA 98826)

Due to a lack of a Chair, the Board proceeded with Action Items first to appoint the Chair, Vice-Chair and Secretary as the first item to be addressed.

I. Roll Call

Board Present: Chair Shane Thayer, Shon Smith, Secretary Shannon Lemons, Cyndi Garza and Vice-Chair Travis McMaster.
City Staff Present: Finance Director Chantell Steiner, and PRSA Clerk Krystal Whitehall.
Guest Speakers: TREAD Representative Hanne Beener, Upper Valley Aquatic Booster Representative Kurt Peterson and Brian Decker.

II. Approval of Consent Agenda

A. Approval of Agenda
B. November 14, 2024, Meeting Minutes
C. PRSA Claims Items from November 1, 2024 – December 31, 2024, = $87,000.00

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

III. Information Items

A. TREAD Presentation on Sustainable Funding & Management of Outdoor Recreation Opportunities – Hanne Beener

Beener began her presentation by explaining the basis of the project. Chelan and Douglas County have a multitude of outdoor recreation resources with no way to manage them. Several heavily used resources are not being maintained or managed by anyone. Identifying the gaps in management and finding funding sources for outdoor recreational operations is the focus. Obtaining funding for a new project is easy, but finding funding for operations of those projects long term is much more difficult. Beener suggested Leavenworth utilize user and park impact fees at city parks and trail heads. Director Chantell Steiner stated that the past City Council has not charged park and recreation fees because they recognize how expensive everything else is and this was one area that they felt they could give back to the residents.

Beener continued noting that additional funding options for outdoor recreational resources include exploring a larger-scale special purpose district. Currently we are a Parks and Recreation Service Area, if we created a Public Facilities District (PFD) the possibility for funding opens up to collecting sales tax. A PFD could also allow bonds but would require thorough vetting to make sure the loans could be repaid. The Board has looked at reconfiguring the special purpose district multiple times and has always decided that the PRSA is the correct district for this area. Currently, the City of East Wenatchee does not have a Parks and Recreation department. There is Eastmont Metro Parks that has a permanent levy, but there has been no lid lift since creation in 2004. Partnerships with potential cost sharing programs could greatly benefit recreational resources. Recreation resources are an economic generator that we are not utilizing. Director Steiner and Board Member Shon Smith mentioned that the City of Leavenworth and Chelan County cannot take on another project at this time because they do not have the funding to do so. Getting funding would take a lot of time and work to make happen.

B. Upper Valley Aquatics Booster Update (UVAB)

Kurt Peterson represented UVAB in a meeting with the City of Leavenworth to discuss the reality of a year-round pool. Overall, the meeting was disappointing for UVAB, as the City cannot financially support a year-round pool at this time. Despite the meeting, UVAB will continue to partner with the Howard Hopkins Memorial Pool to support aquatic programs and activities for the community.

Discussion ensued on the current status of the failures occurring at the pool and Peterson suggested that a PVC liner for the pool may be more of a long-term solution, rather than painting it on as has been done. Peterson questioned how the City selects a vendor. Director Steiner stated that the City must utilize the state list of vendors for each job over a certain dollar amount as this falls under the State's public works contracting rules. If a company is not on the MRSC (Municipal Research Services Center) approved list, they cannot bid for the job. It may be necessary to write the bid specific enough to get certain companies with services we are looking for to bid.

C. Pool & Facility Updates – Selby & Andi Zontek-Backstrum

Krystal Whitehall presented operational updates on behalf of Director Andi Zontek-Backstrum. Director Zontek-Backstrum is working on ordering replacement filters directly from the manufacturer in order to speed up the project timeline. The bid package for installation and pipe replacement work is potentially being advertised the week of January 16th. The plan is to tile the zero-entry section of the pool once temperatures are warm enough. Currently we are awaiting an estimate of the tiling cost to determine the level of bidding required on this project.

1. Pool Fee Increase & Punch Card – Board Discussion

The Board looked over the added punch card options and increased swim team prep rate increase previously approved in the November meeting. Once Pool Manager Kelley Lemons returns for the Summer she can begin to collaborate with Communications Manager Kara Raftery on creating a flyer to present the punch cards to the community. UVAB also mentioned they would like to assist in getting the word out about the new punch card.

2. Wages for Pool Employees – Board Discussion

After looking through wages, the Board did voice concern with Pool Manager Lemons rate of pay possibly being too low. Director Steiner reassured the Board that Lemons wage aligns with other Managers in the area. The Board did all agree that the City of Leavenworth is very lucky to have a Pool Manager with such experience and organizational talents.

D. 2024-2025 City Pool Budget Position Draft through 12/31/2024 – Chantell Steiner

Director Steiner informed the Board that 2024 books close on January 17th, so potential costs are still coming in. Election costs are still pending to be paid. Board Member Smith will look into election cost billing and when that will be expected. During the winter months, the City only pays water so costs are very low. Public Works costs for the pool could potentially pop up prior to year-end cut off with Director Zontek-Backstrum moving projects forward.

E. Membership Interlocal Agreement – Board Discussion

The Board discussed the response from the County Attorney about transforming the Chumstick Representative Board position to an "at large" position. After further examination the Board has follow-up questions on the process and what amending the Interlocal Agreement will affect. The question of changing the definition of the sixth representative without changing taxation was brought up. It appears that if the PRSA Board amends Section 1 to reflect an "at large" position for the Chumstick Representative it will impact Exhibit A, which is tied to property taxes. Board Member Smith will follow-up with the County Attorney to determine how the Board can amend Section 1 and leave Exhibit A as it currently is.

F. Mission Statement, Vision & Values – Board Discussion

It was discussed whether or not the Mission Statement should be expanded to all recreational services or if it should solely focus on aquatics. Starting with the PRSA's Vision and Values may help clarify what the Mission Statement should be. The Board decided to delve into the Mission Statement at the March 13th meeting.

IV. Action Items

A. Elect Chair, Vice-Chair & Secretary

Due to a lack of a Chair at the beginning of the meeting, Vice-Chair Thayer asked for nominations for Chair, Vice-Chair and Secretary.

Board Member Shannon Lemons volunteered to motion to appoint herself as Secretary. The motion was seconded by Board Member Smith and passed unanimously.

Secretary Lemons motioned to appoint Board Member Shane Thayer for Chair. The motion was seconded by Board Member McMaster and passed unanimously.

Board Member Smith motioned to appoint Board Member Travis McMaster for Vice-Chair. The motion was seconded by Chair Thayer and passed unanimously.

V. Adjournment

Seeing no other business Board Member Garza motioned to adjourn the January 9, 2025 meeting of the PRSA. The motion was seconded by Board Member Smith and passed unanimously. The meeting adjourned at 5:00 PM.

The minutes are respectfully summitted by Accounts Payable Specialist Krystal Whitehall.

UPPER VALLEY PARKS AND RECREATION SERVICE AREA
BOARD MEETING MINUTES
Thursday, March 13, 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, Kristian Winston, Cyndi Garza and Shon Smith via Zoom.
City Staff Present: Finance Director Chantell Steiner, City Administrator Selby and Accounts Payable Specialist Krystal Whitehall.
Guest Speakers: Upper Valley Aquatic Booster Representative Kurt Peterson via Zoom.

II. Approval of Consent Agenda

A. Approval of Agenda
B. January 9, 2025, Meeting Minutes
C. PRSA Claims Items from January 1, 2025 – February 28, 2025, = $0.00

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

III. Information Items

A. Upper Valley Aquatics Booster Update (UVAB) – *15 minutes*

Kurt Peterson of UVAB provided the Board with a Community Connection Survey. The survey went out to community members who provided UVAB with their contact information during Community Engagement Nights or the Splash Bash and roughly half responded. The primary goal of the survey was to determine where UVAB should focus their energy going forward and what is most important to the community. The biggest short-term pool improvements that surveyors would like to see are additional shaded seating areas and expanded hours. The Board began a discussion on hours of operations and the challenges the pool faces to meet community expectations. Last summer, the pool was only open six days a week and closed on Sundays. Pool Manager Kelley Lemons struggled to find Lifeguards that will work on Sundays. If Manager Lemons can find the appropriate staff, the intent is to be open seven days a week this summer. The community was also very interested in special events put on at the pool. UVAB plans to find the resources to make some fun community events at the pool this summer.

City Administrator Selby mentioned to the Board that the idea of having a vending machine at the pool was presented to him. Board Member McMaster voiced concern with the potential liability due to the possibility of tipping over and hurting someone or breaking due to other reasons. Peterson suggested that the UVAB could make trips to Costco to purchase items to be sold at the concession stand at the pool; the profits could go towards fundraising for the pool. There was some concern at volunteers and how that could be covered or not by the City's insurance.

B. Electronic Tracking System for Pool Entry and Swim Lessons – Kara Raftery

Communications & HR Manager Kara Raftery introduced RecDesk which is a program that would allow the City Pool to hand out personalized keycards to each member of the pool so they can better track pool use. The platform would also streamline swim lesson enrollment, going fully to online enrollment. Patrons will be able to upload their own picture and information so pool staff will just need to assign them a key card. In emergency closures or cancellations, the City can inform patrons with just a click of a button and RecDesk will send an email out to all contacts or specific groups. GIS coordinates can be input into the program to determine by address whether a patron is in the PRSA or not, which will improve accuracy of charging pool rates.

There is still discussion to be had about how the cost of the platform will be divided between departments. The Parks department could also greatly benefit from RecDesk because all park rentals could be done using the online enrollment feature. All pool passes and rentals could be bought through this platform so there would be minimal work required in person. Board Member Winston wondered if RecDesk could possibly help Pool Manager Kelley Lemons schedule employees as well. Board Member McMaster suggested some apps that could assist Manager Lemons with scheduling her team this summer. Raftery is going to research some scheduling options and see which works best for Manager Lemons once she starts her season in April.

C. Pool & Facility Updates – Selby & Andi Backstrum-Zontek

Public Works Director Andi Zontek-Backstrum informed the Board that filters for the pool have been ordered, and the delivery date is pending. The original estimate to re-engineer the plumbing and install the filters was approximately $120,000.00. After bids were closed, the City accepted a bid for $60,000.00. Public Works staff installed a suit spinner at the pool this week. The quote for retiling the zero-entry area of the pool came in at approximately $90,000.00, which is much higher than anticipated. Public Works is going back to the drawing board for ideas on how to solve the zero-entry liner issues. Zontek-Backstrum is collecting quotes for the bathhouse concrete floors to be ground down and re-epoxied. Board Member McMaster asked if there was any money left this year for "fun" items to be purchased for the pool and unfortunately, there will not be this year. Zontek-Backstrum requested that the Board come up with a prioritized wish list for the pool, to be discussed in the Fall for the 2026 season. It was also suggested that the pool offers surveys to patrons so they could provide input on what they would like to see next season.

D. 2025 City Pool Budget Position through 02/28/2025 – Chantell Steiner

Finance Director Chantell Steiner reminded the Board that not very much revenue is coming in yet because the season has not begun. The pool does have more money in the budget than expected, so that will be moved to the capital line. Property taxes are due April 30th, 2025 and can be collected from the County in May.

E. Membership Interlocal Agreement – Update from Shon Smith

Board Member Shon Smith clarified that the Interlocal Agreement (ILA) would just require a simple amendment in order to make the Chumstick Representative an "at large" position. The Board discussed each position on the UVPRSA Board and ultimately, decided that the Chumstick Representative is the only description they want to adjust. The position will now reflect a desire for a PRSA member that is outside of city limits. Adding this language will include other areas of the PRSA that also are not represented on the Board. Finance Director Steiner will construct a sentence to be added to the ILA and send it to Board Member Smith to provide to his attorney to proof.

F. Mission Statement, Vision & Values – Board Discussion

The Board expressed their desire to finalize a mission statement for the UVPRSA. Finance Director Steiner began writing down key words that the Board would like in the mission statement. The dilemma that continues to arise is whether or not aquatics should be the focus of the mission statement. Steiner informed the Board that the PRSA was started to operate the pool with the opportunity to expand to Parks. However, getting the resources to make the expansion to Parks is not in the near future. Unanimously, the Board decided that they could all come up with a one sentence mission statement before the next PRSA meeting. All mission statements must be emailed to Accounts Payable Specialist, Krystal Whitehall by April 15th. No late submissions will be accepted. A follow-up email containing the key words that the Board came up with will be sent out after this meeting by Whitehall. The primary focus of the May PRSA meeting will be to review the submissions by board members and select a final mission statement.

IV. Action Items

None.

V. Adjournment

Seeing no other business Board Member Lemons motioned to adjourn the March 13, 2025 meeting of the PRSA. The motion was seconded by Board Member Winston and passed unanimously. The meeting adjourned at 4:52 PM.

The minutes are respectfully summitted by Accounts Payable Specialist Krystal Whitehall.

UPPER VALLEY PARKS AND RECREATION SERVICE AREA
BOARD MEETING MINUTES
Thursday, May 8, 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 Via Zoom at 3:17 PM, Kristian Winston, Cyndi Garza and Shon Smith.

City Staff Present: Finance Director Chantell Steiner, City Administrator Selby, Public Works Director Andi Zontek-Backstrum, Pool Manager Kelly 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. March 13, 2025 Meeting Minutes
C. PRSA Claims Items from March 1, 2025 – April 30, 2025 = $0.00
D. Acceptance of the 2024 Annual Report

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

III. Information Items

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

Kurt Peterson of the Upper Valley Aquatic Booster (UVAB) reported that the group's first voted initiative was to move forward with planning another Splash Bash this year. He reported that the Swim Team has agreed to be their new fiscal sponsor. This sponsorship allows UVAB to accept tax-deductible donations through its 501(c)(3) status. Kurt noted that even without nonprofit status last year, the community showed strong support, and he is hopeful for even greater participation this year. He spoke about the next steps of creating subcommittees to focus on working with city staff and volunteers to advance the ongoing initiatives, the Board will establish two subcommittees:

1. Long-Term Pool Planning: This group will explore sustainable, long-term solutions for the pool, including the feasibility of a year-round covered facility. While previous efforts have faced setbacks and various challenges, the Board remains committed to pursuing viable development options.

2. Community Engagement & Facility Improvements: This subcommittee will focus on building partnerships with pool staff and community members to enhance the existing pool. Guided by feedback from a recent community survey, the goal is to make the current facility a more valued asset. There was also strong interest in organizing volunteer support, and the Board is actively exploring ways to involve community members willing to help.

B. Pool & Facility Updates – Kelley, Selby & Andi Zontek-Backstrum

Public Works Director Andi Zontek-Backstrum reported that a delay in receiving a replacement pool filter part has postponed the pool's opening with a goal of June 13. The additional time will be used to complete the necessary maintenance and installation. She also noted that facility improvements are still underway. Thanks to Interim CIP Manager Kit Kocha's efforts, a cost-effective solution was identified to patch the zero-entry damaged area, reducing the estimated repair cost from $50,000 to approximately $1,000 with public works staff support.

Pool Manager Kelly Lemons reported that staff training is currently underway at both the Wenatchee Racquet & Athletic Club (WRAC) and the Cashmere Pool. The goal is to implement a full operating schedule of 6:00 AM to 9:00 PM, Monday through Friday, with weekend hours still to be determined depending on staff availability and there will need to be a delay in the swim team start as well. There was a brief discussion on timing of planning the Splash Bash event with UVAB. Manger Lemons added that in addition to the lifeguards getting ready, the staff is also working on learning the new registration system.

C. 2025 City Pool Budget Position through 4/30/2025 – Chantell Steiner

Finance Director Chantell Steiner noted that with the consent agenda approval, the Board did approve the acceptance of the 2024 Annual Report; she noted that if there were any changes needed that she could make those before the deadline to the State. She then reviewed the budget position stating that property taxes have not yet come in, revenue transfers have been made, and from an expense side there have not been any major expenses. She did identify the separation of the capital line items for tracking the filter project versus other major improvements.

Director Steiner then reviewed concerns with the Chelan County Assessor's Office missing applying the approved $0.15 levy, which will cause a near $200,000 gap in expected funding for the PRSA in 2025. She reviewed the conversations with the Assessor's staff and options for collecting the missed taxes in future years; she anticipates that they will need to spread the additional collection over a 3-year period. She explained that in order to make the pool operational this year, she will likely need a multiyear interfund loan and she does anticipate taking that request to the Leavenworth City Council. She believes that the City will have to charge interest for the loan and that is likely not something that the County will be able to provide. The Board continued to discuss the issue with a major concern being the lack of accountability by the County. The Board then reviewed the need to have the public be informed and to ensure that the City and PRSA have a formal response on what occurred, how taxes are being affected, and how they will be corrected over the next several years.

D. Membership Interlocal Agreement & By-Laws Changes – Chantell Steiner

Director Steiner stated that the agreement has been redlined as discussed at the previous meeting and was reviewed by legal counsel. She noted that similar changes were needed to update the recently approved By-laws. She asked if there were any questions on the changes; the Board had no suggested changes.

E. Mission Statement, Vision & Values – Board Discussion

There was a brief discussion on the mission statements presented and how the Board goes about creating a motion versus amending a motion, incorporating a friendly amendment, and how to approve the final motion. The Board talked about some minor amendments to the mission statement presented by Board Member Winston and made suggestions to finalize a single mission statement that is provided under action items below as finalized. Chair Thayer thanked Board Members Travis McMaster, Shannon Lemons, and Cyndi Garza for submitting additional mission statement proposals.

IV. Action Items

A. Interlocal Agreement Update between Chelan County and the UVPRSA Board

Board Member Smith motioned to approve the Interlocal Agreement between Chelan County and the Upper Valley Park & Recreation Service Area Board. The motion was seconded by Board Member McMaster and passed unanimously.

B. By-Laws Update

Board Member Garza motioned to approve the By-laws update as presented. The motion was seconded by Board Member Winston and passed unanimously.

C. Mission Statement

Board Member Kristian Winston motioned to approve the following mission statement: *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.* The motion was seconded by Board Member Smith and passed unanimously.

V. Adjournment

Seeing no other business Board Member McMaster motioned to adjourn the May 8th, 2025 meeting of the UVPRSA. The motion was seconded by Board Member Lemons and passed unanimously. The meeting adjourned at 4:02 PM.

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

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 summitted by Accounts Payable Specialist Vanessa Ontiveros.

UPPER VALLEY PARKS AND RECREATION SERVICE AREA
BOARD MEETING MINUTES
Thursday, September 11, 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 Members Present: Chair Shane Thayer, Vice-Chair Travis McMaster, Kristian Winston, Shannon Lemons, and Shon Smith.

City Staff Present: Finance Director Chantell Steiner, Pool Manager Kelley Lemons, Public Works Director Andi Zontek-Backstrum, Communications & HR Manager Kara Raftery, and Accounts Payable Specialist Vanessa Ontiveros.

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

Board Member Shannon Lemons moved to approve the consent agenda. The motion was seconded by Secretary Smith, and the motion passed unanimously.

III. Information Items

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

No representative from UVAB was present; therefore, this item was skipped.

B. Howard Hopkins Memorial Pool 2025 Season Survey – Kara Raftery

Kara Raftery presented a draft survey intended to collect feedback from the community and pool users on the 2025 pool season. She explained that the survey's goal is to gather input on new operations, the late opening, and the extended closing date.

Chair Thayer suggested including a question about whether users would support having a pool outside city limits but within the PRSA boundaries if an indoor pool were considered in the future. Kara Raftery noted this might be more appropriate as a long-term planning question rather than part of the current "vibe check" on the 2025 season.

The Board reviewed the survey in detail and provided feedback on introduction wording, residency subcategories, demographics, experience questions, pool operations, and health and safety sections. Survey distribution will occur via RecDesk, social media, and the city newsletter. The Board approved finalizing the survey with revisions, and Kara Raftery will proceed with distribution without further review.

C. Pool & Facility Updates – Kelley Lemons, & Andi Zontek-Backstrum

Pool Manager Kelley Lemons reported that the extended pool season will continue through September 19, 2025. Attendance remains steady among water aerobics and lap swimmers, though recreational swim numbers have declined. She discussed enforcement challenges, patron complaints, and operational issues with the RecDesk system. Plans are underway to improve advance pass sales for 2026.

Public Works Director Andi Zontek-Backstrum discussed the potential change from the current saltwater system to a chlorine system to reduce closure time after fecal incidents, lower chemical costs, and eliminate some equipment needs. Council agreed to include a survey question comparing the benefits and tradeoffs of saltwater and chlorine systems.

D. 2025 City Pool Budget Position through 8/31/2025 – Chantell Steiner

Chantell Steiner presented the Pool Budget Report through August 31, 2025. She reported that the PRSA had received the first half of property tax collections, representing approximately one-quarter of the total annual amount. Pass sales were at 60% of the prior year's revenues, which aligned with the 40% discount offered for the season. Daily admissions were down slightly due to the delayed opening. Investment interest had also declined, attributed to a reduced fund balance and slightly lower interest rates.

Pool expenses were tracking below budget, primarily due to the late opening. Although capital expenses for the sand filters exceeded the budget slightly, overall capital spending remained within budget limits. Chantell proposed requesting that the City Council modify the current lodging tax transfer calculation to include both operations/maintenance and capital expenses within the 25% allocation, rather than operations and maintenance only. The Board expressed support for this recommendation. She further noted that an interfund loan would be required in September, as the fund temporarily reflected a negative balance of approximately $44,000, with an estimated $75,000 in pending property tax revenue expected to arrive.

E. Succession Planning for Future Pool – Continued Discussion

Chair Thayer noted that Administrator Selby met with a subcommittee about a potential pool site at the Osborn location. An update is scheduled for the City Council meeting on October 28, 2025, at 5:30 PM. The Board discussed attendance logistics to avoid quorum issues and considered a future joint meeting with City Council.

IV. Action Items

No action items were listed on the agenda.

V. Adjournment

Seeing no further business Chair Thayer motioned to adjourn the September 11, 2025, meeting of the UVPRSA. The motion was seconded by Board Member Lemons and passed unanimously. The meeting adjourned at approximately 5:01 PM.

Respectfully submitted by: Vanessa Ontiveros, Accounts Payable Specialist

UPPER VALLEY PARKS AND RECREATION SERVICE AREA
SPECIAL - BOARD MEETING MINUTES
Tuesday, October 28, 2025, at 5:30 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 Members Present: Chair Shane Thayer, Vice-Chair Travis McMaster, and Shon Smith.

City Staff Present: Finance Director Chantell Steiner, Public Works Director Andi Zontek-Backstrum, City Administrator Matthew Selby.

II. Information Items

A. Osborn Update/ Discussion – Leavenworth City Council Joint Meeting with Upper Valley Parks & Recreation Service Area (PRSA)

City Administrator Selby provided a comprehensive chronological presentation on the Osborn property's history and potential future development.

He explained that when the Cascade School District decided to surplus the old elementary school property at 225 Central Avenue, the City purchased it for $719,000, funded by selling three buildable lots from the golf course property. The City then hired Stowe Development & Strategies to conduct a community-wide visioning, which resulted in three concepts that were presented to Council in October 2021. These concepts included a 10,000 square foot multipurpose community center for $7.4 million, a 24,000 square foot two-story facility for $10-15 million, and a 35,000 square foot building for $20 million that would include a gymnasium and fitness facilities.

Selby noted that the same month these concepts were presented, the Upper Valley Park & Recreation Service Area's (PRSA) recreational needs assessment identified an indoor swimming pool as the community's highest priority. After the City Administrator driving the project resigned in November of that year, there was a ten-month gap before Selby joined the City in August 2022. During this period, the property was rezoned to recreational public district, and various studies continued, including an indoor pool feasibility study by NAC Architects and a space needs assessment for a City Hall and library expansion by ARC Architects, which carried a $15 million price tag.

In April 2023, NAC's community survey showed strong support for creating a Public Facilities District (PFD) with a 0.2% sales tax increase to fund an aquatic center, though property tax increases were not favored. At the May 2023 Council retreat, Selby tallied over $200 million in proposed capital projects against the City's bonding capacity of less than $50 million. When asked to prioritize, Council ranked the expanded public works campus first, indoor pool second, library/City hall expansion third, integrated capital improvement program fourth, and the Osborn community center fifth out of seven projects.

Selby then pitched the idea of conducting a partial demolition of the Osborn building for adaptive reuse as a library and community center, which would save the $15 million expansion cost at city hall and move the library to a residential neighborhood closer to schools. By April 2024, the adaptive reuse project had risen to the top of Council's priorities, and in August 2025, after the new $1.2 million inclusive playground opened, the Upper Valley Aquatic Boosters (UVAB) proposed a combined project including an indoor pool, community center, library, and parking within the existing building footprint.

The UVAB representatives presented two design options: a single-story building with 40 parking spaces or a two-story building with 80 spaces of parking under podium. They expressed confidence in raising $11 million in private donations based on recent regional fundraising successes, citing examples like the Wenatchee YMCA's $28 million campaign and the Chelan Ridge Trail's $8 million fundraising effort. A PFD generating $700,000 annually could support a $9 million bond over 20 years. Combined with the City's $1.6 million and various other grant opportunities, the project appeared financially feasible.

The discussion turned to operational funding, with Council raising concerns about ongoing costs. Administrator Selby explained that expanding the PRSA boundary could potentially increase property tax revenues from $400,000 to $800,000 annually, addressing previous deficit projections. The group discussed various funding mechanisms, including the potential use of lodging tax dollars, though Finance Director Chantell Steiner cautioned that state auditors were already questioning some current lodging tax uses. Alternative revenue sources were suggested, including higher usage fees for out-of-area visitors and creative funding models used by other communities.

When discussing next steps, Administrator Selby proposed creating a new staff position by combining existing PRSA and river recreation funding to hire someone dedicated to driving the project forward. This position would coordinate PRSA activities, create the PFD, manage the expansion of the PRSA boundary, oversee river recreation, assist the Pool Manager in managing the pool, and pursue grant opportunities. The Council advocated for hiring the dedicated position immediately to begin the complex process of creating necessary districts and preparing ballot measures. Finance Director Chantell Steiner outlined the timeline complexities, noting that creating a PFD, getting voter approval for sales tax collection, expanding PRSA boundaries, and coordinating fundraising efforts would take at least 18 months if everything started immediately. The Council asked questions and discussed the information that was presented.

The consensus emerged that while the PRSA Board needed to be brought into the discussion, there was strong Council support for moving forward with the project, recognizing the urgency imposed by the existing pool's deteriorating condition and the community's clear desire for year-round aquatic facilities.

III. Adjournment

Seeing no further business the Leavenworth City Council Study Session Joint meeting with the Upper Valley Park and Recreation Service Area adjourned at approximately 6:25 PM.

Respectfully submitted by: Andrea Fischer – Leavenworth City Clerk

UPPER VALLEY PARKS AND RECREATION SERVICE AREA
BOARD MEETING MINUTES
Thursday, November 13, 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 Members Present: Chair Shane Thayer, Vice-Chair Travis McMaster, Secretary Shon Smith, Kristian Winston, Cyndi Garza and Shannon Lemons.

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

II. Approval of Consent Agenda

A. Approval of Agenda
B. September 11, 2025, Meeting Minutes
C. October 28, 2025 – Special Meeting Minutes
D. PRSA Claims Items from September 1, 2025 – October 31, 2025, = $0.00

Chair Thayer proposed amending the agenda to move the public hearing and the motion to authorize signing of the levy certification earlier in the meeting to accommodate Secretary Smith's schedule. Finance Director Chantell Steiner confirmed the amendment would be acceptable.

Board Member Garza moved to approve the consent agenda as amended. The motion was seconded by Board Member McMaster and passed unanimously.

III. Information Items

A. Osborn Presentation / Discussion - Selby

City Administrator Matthew Selby provided an overview of the Osborn property, formerly the elementary school purchased by the City for $719,000. He summarized prior planning efforts, feasibility studies, and City Council prioritization related to the site, including community visioning completed in 2021, rezoning of the property, and the indoor pool feasibility study conducted in 2023.

Administrator Selby explained that the Upper Valley Aquatic Boosters (UVAB) believe they can raise at least $11 million in private donations. He stated that a Public Facilities District could generate approximately $700,000 annually, which could support repayment of a $9 million bond over 20 years. Administrator Selby noted that the City currently has $1.6

million allocated for the project and that NCW Libraries has $500,000 budgeted for library renovations.

Administrator Selby proposed creating a Recreation and Tourism Manager position to spearhead the project, noting current staff capacity is limited. He explained that the position would coordinate efforts to establish the Public Facilities District, work with committees to expand PRSA boundaries, direct grant proposals, liaise with UVAB and river recreation, and oversee the management of the pool operations with the Pool Manager.

Board members discussed the proposal and how the project would move forward. They sought clarification regarding the future role and taxing authority of the PRSA, and Administrator Selby confirmed that the PRSA would continue to exist, with tax revenues supporting either the current pool or a future facility.

B. **Howard Hopkins Memorial Pool 2025 Season Survey – Board Discussion**

Administrator Selby reviewed survey results, noting approximately 75% of respondents were supportive or neutral regarding conversion from saltwater to chlorine. Public Works plans to add salt to soften the water, and the diaper policy will continue to be based on potty-training status.

The Board discussed the importance of a Memorial Day opening. Administrator Selby confirmed Public Works' goal of a May 1 handoff to allow adequate staff training. The Board requested future status updates beginning at the January meeting.

C. **Pool & Facility Updates – Kelley Lemons, & Andi Zontek-Backstrum**

Pool Manager Kelley Lemons provided an update on pool operations, staffing, and patron feedback from the extended season. Administrator Selby spoke on behalf of Public Works Director Andi Zontek-Backstrum and discussed winter work plans, including chlorine conversion efforts and preparations for the upcoming season. The Board requested ongoing status updates to ensure opening timelines remain on track.

D. **2025 City Pool Budget Position through 10/31/2025 – Chantell Steiner**

Director Steiner reviewed the City's Pool Budget Position through October 2025. She identified various revenues and anticipated expenditures remaining and noted that status of the interfund loan. She stated that she anticipates the loan to be fully returned in November; however, she does anticipate a small loan being needed prior to year-end so long as no additional major capital expenses occur.

E. **2026 Proposed Meeting Dates – Board Discussion**

The Board reviewed and approved the following meeting dates on the second Thursday for each month for 2026:

January 8, March 12, May 14, July 9, September 10, and November 12.

Meetings will continue to be held from 3:00-5:00 PM. The Board briefly discussed the possibility of holding a joint meeting with the City Council in the future, particularly regarding major decisions about the pool's future.

F. **Upper Valley PRSA – Regular Levy Preliminary Values 2026 Tax Year – Chantell Steiner**

Director Steiner reported that the prior year levy amount was $191,926.88, with a 1% increase of $1,919.27. She explained that the highest lawful levy should have been $403,808.99, with a 1% increase of $4,038.09. Additional assessed value from new construction totaled $2,716.03, along with approximately $70,000 in uncollected levy from the previous year.

Director Steiner indicated the PRSA anticipates requesting approximately $478,000 in levy revenue; however, the levy certification will reflect $550,000 as the maximum allowable amount to provide a buffer against potential future errors, as recommended by the Assessor's Office.

G. **2026 PRSA Budget Document Review – Shane Thayer**

Director Steiner reviewed the proposed 2026 budget, which had been provided to Board members approximately one month prior with no requested revisions. The proposed budget totaled $478,474 and aligned with the preliminary property tax values. She noted the budget may be amended later if additional revenue is received.

H. **2026 Pool Rate Adjustments – Board Discussion**

The Board discussed potential changes to the family pool pass structure. Pool Manager Kelley Lemons recommended amending the current family pass to allow for more than two adults per household, noting staff regularly encounter challenges determining who is covered under family passes.

Board Member McMaster suggested a friends and family style pass similar to Slidewaters, with a base number of users and an additional fee for extra members. The Board discussed tiered options and agreed any additional fee should remain reasonable, with suggestions ranging from $20–$30 per additional adult.

The Board reached consensus to authorize Pool Manager Lemons to work with Administrator Selby to develop a specific proposal for an additional adult family pass option to be incorporated into the rate and fee schedule for City Council consideration. The Board did not recommend increasing other pool rates for 2026, noting that rates were previously increased in 2024 and user fees account for approximately 14% of total revenue.

IV. Action Items

Chair Thayer opened the public hearing at approximately 3:04 PM. Director Steiner reviewed discussion items F and G and provided a brief status update of the 2025 budget. Chair Thayer asked for comments or questions from the public. Hearing none, he closed the public hearing at 3:12 PM.

A. Public Hearing: 2026 PRSA Budget

1. Resolution 1-2025 Property Tax Resolution - Board Member Garza moved to approve Resolution 1-2025. The motion was seconded by Board Member McMaster and passed unanimously.
2. Resolution 2-2025 Adopting Budget for 2026 - Chair Thayer moved to approve Resolution 2-2025 adopting the 2026 PRSA Budget. The motion was seconded by Board Member McMaster and passed unanimously.
3. Motion to Authorize the Chair to Sign Levy Certification Form - Board Member Lemons moved to authorize the Chair to sign the levy certification form. The motion was seconded by Board Member Winston and passed unanimously.

B. 2026 Pool Rates - No formal action was taken on 2026 pool rates at this time. Discussion of creating a family/friends "add on" fee was discussed and would be finalized by staff to propose to the Leavenworth City Council.

V. Adjournment

Seeing no further business Chair Thayer motioned to adjourn the meeting. The motion was seconded by Board Member Lemons and passed unanimously. The meeting adjourned at approximately 4:44 PM.

Respectfully submitted by: Vanessa Ontiveros, Accounts Payable Specialist

G/L Trial Balance Report

Chelan County of Washington
1/ 1/2025 through 12/31/2025

677 Upper Valley Park & Rec

Account Number	*Beginning Balance*	*Debits*	*Credits*	*YTD Debits*	*YTD Credits*	*Balance*
Assets						
001 Upper Valley Park & Rec						
001.11110 Cash	17,113.24	190,823.25	200,395.21	190,823.25	200,395.21	7,541.28
001.12110 Taxes Receivable	2,892.41	2,892.41	2,892.41	2,892.41	2,892.41	2,892.41
Total Upper Valley Park & Rec	20,005.65	193,715.66	203,287.62	193,715.66	203,287.62	10,433.69
110 Upper Valley Park & Rec Bond						
Total Upper Valley Park & Rec Bond	0.00	0.00	0.00	0.00	0.00	0.00
Total Assets	20,005.65	193,715.66	203,287.62	193,715.66	203,287.62	10,433.69
Liabilities						
001 Upper Valley Park & Rec						
001.21300 Accounts Payable	0.00	200,000.00	200,000.00	200,000.00	200,000.00	0.00
001.25700 Deferred Revenue	2,892.41 *CR*	2,892.41	2,892.41	2,892.41	2,892.41	2,892.41 *CR*
Total Upper Valley Park & Rec	2,892.41 *CR*	202,892.41	202,892.41	202,892.41	202,892.41	2,892.41 *CR*
Total Liabilities	2,892.41 *CR*	202,892.41	202,892.41	202,892.41	202,892.41	2,892.41 *CR*
Equities						
001 Upper Valley Park & Rec						
001.28800 Unassigned Fund Balance	17,113.24 *CR*	0.00	0.00	0.00	0.00	17,113.24 *CR*
001.29210 Revenue Control	0.00	395.21	190,823.25	395.21	190,823.25	190,428.04 *CR*
001.29220 Expenditure Control	0.00	200,000.00	0.00	200,000.00	0.00	200,000.00
Total Upper Valley Park & Rec	17,113.24 *CR*	200,395.21	190,823.25	200,395.21	190,823.25	7,541.28 *CR*
Total Equities	17,113.24 *CR*	200,395.21	190,823.25	200,395.21	190,823.25	7,541.28 *CR*

677 Upper Valley Park & Rec

Account Number		*Beginning Balance*	*Debits*	*Credits*	*YTD Debits*	*YTD Credits*	*Balance*
Budgetary							
001	Upper Valley Park & Rec						
Total	Upper Valley Park & Rec	0.00	0.00	0.00	0.00	0.00	0.00
Total	**Budgetary**	0.00	0.00	0.00	0.00	0.00	0.00
	Assets	20,005.65	193,715.66	203,287.62	193,715.66	203,287.62	10,433.69
	Liabilities	2,892.41 *CR*	202,892.41	202,892.41	202,892.41	202,892.41	2,892.41 *CR*
	Equities	17,113.24 *CR*	200,395.21	190,823.25	200,395.21	190,823.25	7,541.28 *CR*
Total	**Upper Valley Park & Rec**	0.00	597,003.28	597,003.28	597,003.28	597,003.28	0.00

Chelan County of Washington
1/ 1/2025 through 12/31/2025

Grand Totals

		Beginning Balance	Debits	Credits	YTD Debits	YTD Credits	Balance
Total	**Assets**	20,005.65	193,715.66	203,287.62	193,715.66	203,287.62	10,433.69
Total	**Liabilities**	2,892.41 *CR*	202,892.41	202,892.41	202,892.41	202,892.41	2,892.41 *CR*
Total	**Equities**	17,113.24 *CR*	200,395.21	190,823.25	200,395.21	190,823.25	7,541.28 *CR*
Total	**Operating**	0.00	0.00	0.00	0.00	0.00	0.00
Total	**Expenditures**	0.00	0.00	0.00	0.00	0.00	0.00
Total	**Revenues**	0.00	0.00	0.00	0.00	0.00	0.00
Total	**Budgetary**	0.00	0.00	0.00	0.00	0.00	0.00
Total	**All Funds**	0.00	597,003.28	597,003.28	597,003.28	597,003.28	0.00

Revenue Detail Report

Chelan County of Washington

01/01/2025 through 12/31/2025

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

Account Number		Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
31000	Taxes					
31100	General Property Taxes					
31110.00.000	Real & Personal Property	0.00	0.00	0.00	0.00	0.00
1/2/2025 proptax GJ 01022025			112.25			
1/3/2025 proptax GJ 01032025			39.55			
1/6/2025 proptax GJ 01062025			17.46			
1/13/2025 proptax GJ 01132025			15.55			
1/17/2025 proptax GJ 01172025			36.01			
1/21/2025 proptax GJ 01212025			17.17			
1/22/2025 proptax GJ 01222025			55.29			
1/23/2025 proptax GJ 01232025			7.15			
1/29/2025 proptax GJ 01292025			13.71			
1/31/2025 proptax GJ 01312025			0.05			
2/3/2025 proptax GJ 02032025			12.31			
2/4/2025 proptax GJ 02042025			15.12			
2/5/2025 proptax GJ 02052025			8.90			
2/10/2025 proptax GJ 02102025			82.57			
2/12/2025 proptax GJ 02122025			0.05			
2/19/2025 proptax GJ 02192025			32.70			
2/20/2025 proptax GJ 02202025			17.06			
2/27/2025 proptax GJ 02272025			7.63			
3/7/2025 proptax GJ 03072025			146.89			
3/10/2025 proptax GJ 03102025			179.07			
3/11/2025 proptax GJ 03112025			14.60			
3/12/2025 proptax GJ 03122025			96.33			

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

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
31110.00.000 Real & Personal Property (Continued)					
3/13/2025 proptax GJ 03132025		66.06			
3/14/2025 proptax GJ 03142025		106.20			
3/17/2025 proptax GJ 03172025		-16.83			
3/17/2025 proptax GJ 03172025		816.17			
3/18/2025 proptax GJ 03182025		381.79			
3/19/2025 proptax GJ 03192025		1,026.76			
3/20/2025 proptax GJ 03202025		1,926.86			
3/21/2025 proptax GJ 03212025		-32.21			
3/21/2025 proptax GJ 03212025		938.28			
3/24/2025 proptax GJ 03242025		1,286.36			
3/25/2025 proptax GJ 03252025		1,885.81			
3/26/2025 proptax GJ 03262025		163.78			
3/27/2025 proptax GJ 03272025		1,028.00			
3/28/2025 proptax GJ 03282025		1,495.99			
3/31/2025 proptax GJ 03312025		2,262.63			
4/1/2025 proptax GJ 04012025		919.07			
4/2/2025 proptax GJ 04022025		-10.81			
4/2/2025 proptax GJ 04022025		199.20			
4/3/2025 proptax GJ 04032025		-63.86			
4/3/2025 proptax GJ 04032025		1,209.69			
4/4/2025 proptax GJ 04042025		405.55			
4/7/2025 proptax GJ 04072025		1,791.49			
4/8/2025 proptax GJ 04082025		2,192.64			
4/9/2025 proptax GJ 04092025		479.52			
4/10/2025 proptax GJ 04102025		527.78			

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

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
31110.00.000 Real & Personal Property (Continued)					
4/11/2025 proptax GJ 04112025		1,497.59			
4/14/2025 proptax GJ 04142025		3,899.35			
4/15/2025 proptax GJ 04152025		4,211.91			
4/16/2025 proptax GJ 04162025		814.47			
4/17/2025 proptax GJ 04172025		935.02			
4/18/2025 proptax GJ 04182025		1,626.14			
4/21/2025 proptax GJ 04212025		2,639.16			
4/22/2025 proptax GJ 04222025		690.87			
4/23/2025 proptax GJ 04232025		1,622.75			
4/24/2025 proptax GJ 04242025		1,395.49			
4/25/2025 proptax GJ 04252025		2,331.70			
4/28/2025 proptax GJ 04282025		32,214.37			
4/29/2025 proptax GJ 04292025		2,532.25			
4/30/2025 proptax GJ 04302025		15,224.64			
5/1/2025 proptax GJ 05012025		4,137.36			
5/2/2025 proptax GJ 05022025		1,488.87			
5/5/2025 proptax GJ 05052025		1,946.08			
5/6/2025 proptax GJ 05062025		603.47			
5/7/2025 proptax GJ 05072025		120.72			
5/8/2025 proptax GJ 05082025		1,090.98			
5/9/2025 proptax GJ 05092025		153.60			
5/12/2025 proptax GJ 05122025		91.96			
5/13/2025 proptax GJ 05132025		201.62			
5/14/2025 proptax GJ 05142025		10.66			
5/15/2025 proptax GJ 05152025		96.68			

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

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
31110.00.000 Real & Personal Property (Continued)					
5/16/2025 proptax GJ 05162025		40.96			
5/19/2025 proptax GJ 05192025		409.38			
5/20/2025 proptax GJ 05202025		55.84			
5/21/2025 proptax GJ 05212025		556.10			
5/22/2025 proptax GJ 05222025		149.33			
5/23/2025 proptax GJ 05232025		69.93			
5/27/2025 proptax GJ 05272025		415.40			
5/28/2025 proptax GJ 05282025		82.74			
5/29/2025 proptax GJ 05292025		40.04			
5/29/2025 proptax GJ 05292025		-102.92			
5/30/2025 proptax GJ 05302025		41.91			
6/2/2025 proptax GJ 06022025		45.28			
6/3/2025 proptax GJ 06032025		62.84			
6/4/2025 proptax GJ 06042025		0.10			
6/4/2025 proptax GJ 06042025		-4.46			
6/5/2025 proptax GJ 06052025		65.40			
6/6/2025 proptax GJ 06062025		35.83			
6/9/2025 proptax GJ 06092025		31.57			
6/10/2025 proptax GJ 06102025		-19.91			
6/10/2025 proptax GJ 06102025		115.74			
6/11/2025 proptax GJ 06112025		-3.25			
6/11/2025 proptax GJ 06112025		7.24			
6/12/2025 proptax GJ 06122025		433.75			
6/13/2025 proptax GJ 06132025		17.48			
6/16/2025 proptax GJ 06162025		10.82			

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

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
31110.00.000 Real & Personal Property (Continued)					
6/17/2025 proptax GJ 06172025		0.13			
6/18/2025 proptax GJ 06182025		42.02			
6/20/2025 proptax GJ 06202025		9.05			
6/23/2025 proptax GJ 06232025		53.28			
6/25/2025 proptax GJ 06252025		105.95			
6/26/2025 proptax GJ 06262025		56.07			
6/27/2025 proptax GJ 06272025		21.38			
6/30/2025 proptax GJ 06302025		112.32			
7/1/2025 proptax GJ 07012025		31.57			
7/2/2025 proptax GJ 07022025		41.72			
7/3/2025 proptax GJ 07032025		20.51			
7/7/2025 proptax GJ 07072025		28.72			
7/8/2025 proptax GJ 07082025		0.25			
7/9/2025 proptax GJ 07092025		-23.43			
7/14/2025 proptax GJ 07142025		63.52			
7/15/2025 proptax GJ 07152025		74.83			
7/16/2025 proptax GJ 07162025		62.81			
7/17/2025 proptax GJ 07172025		65.95			
7/18/2025 proptax GJ 07182025		21.92			
7/21/2025 proptax GJ 07212025		39.67			
7/22/2025 proptax GJ 07222025		0.05			
7/23/2025 proptax GJ 07232025		4.03			
7/28/2025 proptax GJ 07282025		14.27			
7/29/2025 proptax GJ 07292025		7.69			
7/30/2025 proptax GJ 07302025		57.26			

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

Account Number		Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
31110.00.000 Real & Personal Property	(Continued)					
7/31/2025 proptax GJ 07312025			-31.51			
8/1/2025 proptax GJ 08012025			13.56			
8/4/2025 proptax GJ 08042025			90.63			
8/7/2025 proptax GJ 08072025			38.32			
8/8/2025 proptax GJ 08082025			40.75			
8/11/2025 proptax GJ 08112025			28.67			
8/12/2025 proptax GJ 08122025			8.37			
8/13/2025 proptax GJ 08132025			42.57			
8/14/2025 proptax GJ 08142025			7.15			
8/18/2025 proptax GJ 08182025			133.32			
8/19/2025 proptax GJ 08192025			208.33			
8/21/2025 proptax GJ 08212025			39.33			
8/22/2025 proptax GJ 08222025			138.50			
8/25/2025 proptax GJ 08252025			118.31			
8/26/2025 proptax GJ 08262025			22.57			
8/27/2025 proptax GJ 08272025			88.98			
8/28/2025 proptax GJ 08282025			11.42			
8/29/2025 proptax GJ 08292025			15.23			
9/2/2025 proptax GJ 09022025			66.03			
9/3/2025 proptax GJ 09032025			88.07			
9/4/2025 proptax GJ 09042025			163.42			
9/5/2025 proptax GJ 09052025			11.51			
9/8/2025 proptax GJ 09082025			12.31			
9/9/2025 proptax GJ 09092025			119.98			
9/10/2025 proptax GJ 09102025			32.72			

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

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
31110.00.000 Real & Personal Property (Continued)					
9/11/2025 proptax GJ 09112025		47.33			
9/12/2025 proptax GJ 09122025		39.11			
9/15/2025 proptax GJ 09152025		22.35			
9/16/2025 proptax GJ 09162025		113.58			
9/17/2025 proptax GJ 09172025		95.07			
9/18/2025 proptax GJ 09182025		30.96			
9/19/2025 proptax GJ 09192025		42.66			
9/22/2025 proptax GJ 09222025		292.42			
9/23/2025 proptax GJ 09232025		88.49			
9/24/2025 proptax GJ 09242025		915.59			
9/25/2025 proptax GJ 09252025		71.89			
9/26/2025 proptax GJ 09262025		110.55			
9/29/2025 proptax GJ 09292025		339.64			
9/30/2025 proptax GJ 09302025		93.86			
10/1/2025 proptax GJ 10012025		221.41			
10/2/2025 proptax GJ 10022025		148.82			
10/3/2025 proptax GJ 10032025		185.79			
10/6/2025 proptax GJ 10062025		730.29			
10/7/2025 proptax GJ 10072025		602.20			
10/8/2025 proptax GJ 10082025		131.00			
10/9/2025 proptax GJ 10092025		561.56			
10/10/2025 proptax GJ 10102025		890.43			
10/13/2025 proptax GJ 10132025		1,340.68			
10/14/2025 proptax GJ 10142025		1,408.84			
10/15/2025 proptax GJ 10152025		364.32			

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

Account Number		Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
31110.00.000 Real & Personal Property	(Continued)					
10/16/2025 proptax GJ 10162025			2,149.11			
10/17/2025 proptax GJ 10172025			1,886.71			
10/20/2025 proptax GJ 10202025			1,314.89			
10/21/2025 proptax GJ 10212025			1,936.62			
10/22/2025 proptax GJ 10222025			1,859.32			
10/23/2025 proptax GJ 10232025			1,340.52			
10/24/2025 proptax GJ 10242025			2,781.77			
10/27/2025 proptax GJ 10272025			2,331.16			
10/28/2025 proptax GJ 10282025			2,384.63			
10/29/2025 proptax GJ 10292025			26,550.58			
10/30/2025 proptax GJ 10302025			11,412.52			
10/31/2025 proptax GJ 10312025			2,531.97			
11/3/2025 proptax GJ 11032025			6,432.35			
11/4/2025 proptax GJ 11042025			2,832.34			
11/5/2025 proptax GJ 11052025			313.45			
11/6/2025 proptax GJ 11062025			176.23			
11/7/2025 proptax GJ 11072025			114.95			
11/10/2025 proptax GJ 11102025			348.93			
11/12/2025 proptax GJ 11122025			168.67			
11/13/2025 proptax GJ 11132025			379.09			
11/14/2025 proptax GJ 11142025			88.62			
11/17/2025 proptax GJ 11172025			65.87			
11/18/2025 proptax GJ 11182025			8.00			
11/19/2025 proptax GJ 11192025			49.93			
11/20/2025 proptax GJ 11202025			393.64			

Revenue Detail Report

Chelan County of Washington
01/01/2025 through 12/31/2025

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

Account Number		Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
31110.00.000 Real & Personal Property	(Continued)					
11/21/2025 proptax GJ 11212025			329.96			
11/24/2025 proptax GJ 11242025			466.41			
11/25/2025 proptax GJ 11252025			396.18			
11/26/2025 proptax GJ 11262025			197.36			
12/1/2025 proptax GJ 12012025			1,193.89			
12/2/2025 proptax GJ 12022025			81.52			
12/3/2025 proptax GJ 12032025			1.22			
12/4/2025 proptax GJ 12042025			13.01			
12/5/2025 proptax GJ 12052025			72.15			
12/8/2025 proptax GJ 12082025			148.12			
12/9/2025 proptax GJ 12092025			16.28			
12/10/2025 proptax GJ 12102025			41.47			
12/12/2025 proptax GJ 12122025			0.83			
12/12/2025 proptax GJ 12122025			-86.02			
12/15/2025 proptax GJ 12152025			21.18			
12/16/2025 proptax GJ 12162025			59.50			
12/17/2025 proptax GJ 12172025			31.03			
12/22/2025 proptax GJ 12222025			10.01			
12/23/2025 proptax GJ 12232025			20.18			
12/26/2025 proptax GJ 12262025			0.25			
12/29/2025 proptax GJ 12292025			8.39			
31110.00.000 Real & Personal Property		0.00	190,231.90	190,231.90	-190,231.90	0.00
Total General Property Taxes		0.00	190,231.90	190,231.90	-190,231.90	0.00
31700 Excise Taxes In Lieu Of Property Tax						
Total Excise Taxes In Lieu Of Property Tax		0.00	0.00	0.00	0.00	0.00

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

Account Number		Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total Taxes			190,231.90	190,231.90		
33000	Intergovernmental Revenue					
33700	Interlocal Grants, Entitlements & Impact					
33700.00.000	Leasehold Excise Tax	0.00	0.00	0.00	0.00	0.00
2/28/2025 receipts GJ 1752356			69.68			
4/30/2025 receipts GJ 1791388			17.48			
5/30/2025 receipts GJ 1799993			47.82			
8/29/2025 receipts GJ 1804955			35.19			
10/31/2025 receipts GJ 1835053			4.18			
11/26/2025 receipts GJ 1841702			13.88			
33700.00.000	Leasehold Excise Tax	0.00	188.23	188.23	-188.23	0.00
33700.00.009	Timber Excise Tax	0.00	0.00	0.00	0.00	0.00
3/27/2025 receipts GJ 1756861			5.45			
6/24/2025 receipts GJ 1801484			2.46			
33700.00.009	Timber Excise Tax	0.00	7.91	7.91	-7.91	0.00
Total Intergovernmental Revenue		0.00	196.14	196.14	-196.14	0.00
38000	Non-Revenue					
38900	Other Non-Revenue					
Total Non-Revenue		0.00	0.00	0.00	0.00	0.00
39000	Other Financing Sources					
39700	Operating Transfers In					
Total Other Financing Sources		0.00	0.00	0.00	0.00	0.00
Total Upper Valley Park & Rec		0.00	190,428.04	190,428.04	-190,428.04	0.00

Revenue Detail Report

Chelan County of Washington

01/01/2025 through 12/31/2025

677 Upper Valley Park & Rec
110 Upper Valley Park & Rec Bond

Account Number		Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
31000	Taxes					
31100	General Property Taxes					
	Total General Property Taxes	0.00	0.00	0.00	0.00	0.00
31700	Excise Taxes In Lieu Of Property Tax					
	Total Taxes	0.00	0.00	0.00	0.00	0.00
33000	Intergovernmental Revenue					
33700	Interlocal Grants, Entitlements & Impact					
	Total Upper Valley Park & Rec Bond	0.00	0.00	0.00	0.00	0.00
	Total Upper Valley Park & Rec	0.00	190,428.04	190,428.04	-190,428.04	0.00
	Grand Total	0.00	190,428.04	190,428.04	-190,428.04	0.00

Expenditure Detail Report

Chelan County of Washington
01/01/2025 through 12/31/2025

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

Account Number		Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
57000	Culture and Recreation						
57600	Park Facilities						
57600.60	Capital Outlay						
57600.60.000	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
5/28/2025 apinvoice IN 2025-1 Vendor: 100383 CITY OF LEAVENWORTH Check # 964512			120,000.00				
11/12/2025 apinvoice IN 2025-2 Vendor: 100383 CITY OF LEAVENWORTH Check # 973771			80,000.00				
57600.60.000	Capital Outlay	0.00	200,000.00	200,000.00	0.00	-200,000.00	0.00
	Total Culture and Recreation	0.00	200,000.00	200,000.00	0.00	-200,000.00	0.00
58000	Non-Expenditures						
58600	Agency Type Disbursements						
58600.00	Transfers Out						
	Total Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00
	Total Agency Type Disbursements	0.00	0.00	0.00	0.00	0.00	0.00
	Total Non-Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
	Total Upper Valley Park & Rec	0.00	200,000.00	200,000.00	0.00	-200,000.00	0.00

677 Upper Valley Park & Rec
110 Upper Valley Park & Rec Bond

Account Number		Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
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
59000	Miscellaneous Expenditures						
59100	Redemption of Long-Term Debt						
59100.70	Debt Service Principal						
	Total Redemption of Long-Term Debt	0.00	0.00	0.00	0.00	0.00	0.00
59200	Interest & Other Debt Service Costs						
59200.80	Debt Service Interest						
	Total Interest & Other Debt Service Costs	0.00	0.00	0.00	0.00	0.00	0.00
59700	Transfers Out						
59700.00	Transfers Out						
	Total Upper Valley Park & Rec Bond	0.00	0.00	0.00	0.00	0.00	0.00
	Total Upper Valley Park & Rec	0.00	200,000.00	200,000.00	0.00	-200,000.00	0.00
	Grand Total	0.00	200,000.00	200,000.00	0.00	-200,000.00	0.00

Leavenworth Pool Rate History

PRSA RESIDENT

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Day Use Fees											
Under Two	-	-	-	-	-	-	-	-	-	-	-
General Admission Two & up	3.25	3.50	4.00	4.00	4.00	5.00	5.00	5.00	5.00	6.00	6.00
Senior (all swims age 65 & up)	2.25	2.50	3.00	3.00	3.00	3.00	3.00	3.00	3.00	4.00	4.00
Lap Swim / Water Exercise	3.25	3.50	4.00	4.00	4.00	5.00	5.00	5.00	5.00	6.00	6.00
10-Punch Pass (20% Discount)											48.00
Senior 10-Punch Pass (20% Discount)											32.00
Season Passes											
Family Pass	140.00	140.00	150.00	150.00	150.00	165.00	165.00	165.00	165.00	180.00	180.00
Individual Pass	80.00	80.00	90.00	90.00	90.00	100.00	100.00	100.00	100.00	110.00	110.00
Senior Pass (includes all access)	50.00	50.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	65.00	65.00
Swim Lessons											
Class Lessons/per student	30.00	30.00	35.00	35.00	35.00	40.00	40.00	40.00	40.00	45.00	45.00
Private Lessons	35.00	35.00	40.00	40.00	40.00	60.00	60.00	60.00	60.00	65.00	65.00
Kayaks	5.00	5.00	10.00	10.00	10.00	Removed	-	-	-	-	-

NON-PRSA RESIDENT

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Day Use Fees											
Under Two	-	-	-	-	-	-	-	-	-	-	-
General Admission Two & up	5.25	5.50	6.00	6.00	6.00	7.00	7.00	7.00	9.00	10.00	10.00
Senior (all swims age 65 & up)	4.25	4.50	5.00	5.00	5.00	5.00	5.00	5.00	6.00	7.00	7.00
Lap Swim / Water Exercise	5.25	5.50	6.00	6.00	6.00	7.00	7.00	7.00	9.00	10.00	10.00
10-Punch Pass (20% Discount)											80.00
Senior 10-Punch Pass (20% Discount)											56.00
Season Passes											
Family Pass	170.00	170.00	190.00	190.00	190.00	210.00	210.00	210.00	252.00	252.00	252.00
Individual Pass	100.00	100.00	120.00	120.00	120.00	130.00	130.00	130.00	156.00	156.00	156.00
Senior Pass (includes all access)	60.00	60.00	75.00	75.00	75.00	75.00	75.00	75.00	90.00	90.00	90.00
Swim Lessons											
Class Lessons/per student	35.00	35.00	40.00	40.00	40.00	45.00	45.00	45.00	45.00	50.00	50.00
Private Lessons	35.00	35.00	40.00	40.00	40.00	60.00	60.00	60.00	60.00	65.00	65.00
Kayaks	5.00	5.00	10.00	10.00	10.00	Removed	-	-	-	-	-

RESIDENT & NON-RESIDENT

Pool Rental	$65/$15	$65/$15	$100/$16	$100/$16	$100/$16	$125/$17.50	$125/$17.50	$125/$17.50	$125/$21.00	$125/$25.00	$125/$25.00
Swim Teams	-	-	$60pp	$60pp	$60pp	$65pp	$65pp	$65pp	$65pp	$65pp	$75pp

2025 Pool Volunteers

Name	*Position*	
Chantell Steiner	City Finance Employee / PRSA Management Asssigned Volunteered Staff	1/1/2025 - 12/31/2025
Krystal Whitehall	Accounts Payable / PRSA Clerk	1/1/2025 - 3/13/2025
Vanessa Ontiveros	Accounts Payable/PRSA Clerk	3/13/2025 - 12/31/2025

2025 Board Members

Name	*Positions held and businesses owned by person or spouse*	*Term Dates for Board*
Shon Smith	Chelan County Commissioner & Owner of the The Wok About Grill / Spouse - Janeen Smith	1/1/2025 - 12/31/2025
Cyndi Garza	Cascade School District Board Member Retired, commissioner for Chelan county cemetery district #2 in Peshastin. Spouse, Javier Garza Retired	1/1/2025 - 12/31/2025
Shane Thayer	Leavenworth City Councilmember, IT Specialist for Sherpas IT, Event Staff for Mission Ridge, Chair of PRSA Board, member of Upper Valley Aquatics Boosters. Commissioner of the Leavenworth Bavarian Adult Mixed Softball league.	1/1/2025 - 12/31/2025
Kristian Winston	City of Leavenworth - Building Code Inspector 2	1/1/2025 - 12/31/2025
Shannon Lemons	City of Leavenworth - Parking Program Manager	1/1/2025 - 12/31/2025
Travis McMaster	Leavenworth City Councilmember, Works for Design Salt, Inc. in Wenatchee, GM COCOON, Wenatchee. Spouse, Jodi, owns Blank Kanvas in Leavenworth. Co-Founders of Rovers and Wine, annual event at Silvara Cellars.	1/1/2025 - 12/31/2025

Office of the Washington State Auditor
Pat McCarthy

Assessment Audit Report

Upper Valley Parks and Recreation Service Area

For the period January 1, 2023 through December 31, 2025

Published June 18, 2026

Report No. 1040010

Office of the Washington State Auditor
Pat McCarthy

June 18, 2026

Board of Directors
Upper Valley Parks and Recreation Service Area
Leavenworth, Washington

Report on Assessment Audit

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

The attached report describes the procedures performed and conclusions for the areas we reviewed. We appreciate the opportunity to work with your staff, and value your cooperation during the assessment audit.

Sincerely,

Pat McCarthy, State Auditor

Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

AUDIT SUMMARY

Results in brief

Based on the procedures performed, nothing came to our attention in the areas we reviewed that caused us to believe the District was not in substantial compliance with applicable state laws, regulations, and its own policies, or had not provided adequate controls over the safeguarding of public resources. Had we performed additional procedures, other matters might have come to our attention that would have been reported.

About the assessment audit

This report contains the results of our independent audit of the Upper Valley Parks and Recreation Service Area from January 1, 2023 through December 31, 2025.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives. State law (RCW 43.09.230) also requires local governments to prepare and submit certified annual reports to our Office summarizing such things as revenues received, collections made, amounts receivable or payable, expenditures made, and debt owed.

This assessment audit was conducted under the authority of RCW 43.09.260, which requires the Office of the Washington State Auditor to examine the financial affairs of all local governments at least once every three years. Assessment audits are risk-based, limited-scope reviews of small local governments, generally defined as local governments with less than $300,000 in annual revenues. To help minimize audit costs, our work for this engagement was conducted off-site primarily using financial and other information provided by the District.

This assessment audit was limited to the following:

- Reviewing meeting minutes for compliance with the Open Public Meetings Act
- Inquiring as to internal controls over assets, revenues, and disbursements
- Verifying that annual reports submitted to our Office were complete and filed timely in compliance with state law
- Reviewing the Area's annual revenues and expenditures for unusual transactions or trends
- Corroborating financial information reported by the Area by comparing reported revenues, expenditures, and cash and investment balances to third-party sources
- Reviewing expenditures for indications of unusual activities, excessive Board of Directors compensation, conflicts of interest, or procurement requirements
- Evaluating the Area's financial information for indications of financial distress

INFORMATION ABOUT THE DISTRICT

The Upper Valley Park & Recreation Service Area (PRSA) is a voter-approved special purpose district formed in 1997 for the primary purpose of funding the construction, operation and maintenance of the community pool. The PRSA partners with the city of Leavenworth through an interlocal agreement to provide ongoing operations and maintenance of the pool. PRSA boundaries include the city of Leavenworth, East Leavenworth Road, Icicle Road, a portion of the Chumstick Highway, and a portion of Peshastin.

An appointed, six-member volunteer Board of Directors represents Chelan County, the city of Leavenworth, Cascade School District, and the Chumstick and Peshastin Community Councils. The Area received annual revenue of approximately $184,060 in 2023, $187,200 in 2024 and $190,400 in 2025, primarily from property tax collections.

Contact information related to this report	
Contact:	Chantell Steiner, Finance Director
Telephone:	(509) 548-5275
Website:	https://cityofleavenworth.com/your-city-hall/upper-valley-park-recreation-service-area/

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Upper Valley Parks and Recreation Service Area at https://portal.sao.wa.gov//ReportSearch.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

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- Main telephone: (564) 999-0950
- Toll-free Citizen Hotline: (866) 902-3900
- Email: webmaster@sao.wa.gov

Exit Recommendations
Upper Valley Parks and Recreation Service Area
Audit Period Ending: 12/31/2025

We are providing the following exit recommendations for management's consideration. They are not referenced in the audit report. We may review the status of the following exit items in our next audit.

Assessment:

EX: Financial Condition

The Area's expenditures consistently exceeded revenues, causing a decline in operating cash balances and Area has consistently operated on very low cash reserves indicating a risk that it may not being able to meet its future financial obligations and maintain current service levels without resorting to lending, such as loans at an added cost to taxpayers.

We recommend the Area monitor its revenues/expenditures to ensure the Area is able to maintain service levels and future financial obligations without unnecessary lending/related expenses.

Non-authoritative Resources

The State Auditor's Office offers resources such as the Financial Intelligence Tool from the Center for Government Innovation (previously called the Local Government Performance Center). More information can be found at: https://www.sao.wa.gov/improving-government/center-government-innovation

Note: The Center's Resource Library (https://sao.wa.gov/improving-government/resource-library) also has guides and best practice resources, including the FIT Financial Health Indicators Reference Guide.

Exit Letter: Upper Valley Parks and Recreation Service Area

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independence and transparent examinations of how state and local governments use public funds, and to develop strategies that make government more efficient and effective.

The purpose of this letter is to share our audit results with management and the Board. This letter is not your official audit report, which will be published on our website. You will receive a separate email with an alert that the report is available.

Audit Highlights

- We appreciate the Area's cooperation, responsiveness to audit requests, and timely filing.
- The Area demonstrated strong documentation of intergovernmental cooperation, public engagement, and governing body oversight.

About the Audit

We performed an assessment audit of Upper Valley Parks and Recreation Service Area for the years 2023, 2024 and 2025. This is a risk-based audit wherein we review the annual reports Upper Valley Parks and Recreation Service Area submitted to our Office. We typically perform assessment audits for governments that receive $300,000 or less in annual revenues or for school districts with less than 250 full-time students.

Audit Results

Based on the procedures performed, nothing came to our attention in the areas we reviewed that caused us to believe the Area did not substantially comply with applicable state laws, regulations, and its own policies, or had significant weaknesses in controls over the safeguarding of public resources. Had we performed additional procedures, other matters might have come to our attention that would have been reported.

Recommendations not included in the Audit Report

Exit Items

We have provided exit recommendations for management's consideration in a separate, attached document. Exit items address control deficiencies or non-compliance with laws or regulation that have an insignificant or immaterial effect on the entity, or errors with an immaterial effect on the financial statements. Exit items are not referenced in the audit report. A summary of the exit items is attached to this letter.

Additional Reminders

Below is a list of areas where small local governments might need additional guidance.

Board Compensation

Elected Official rate of pay is set by RCW, depending on your government type. Any Board member who receives less than the full allowable compensation must sign a waiver of compensation and file it with the government's secretary. Please let us know if you would like an example of this waiver.

Procurement and Public Works Projects
State law (RCW 39.04) requires competitive procurement for public works projects and purchases of supplies and equipment for most local government types. Laws that require specific methods of procurement differ by government type. Further, all public works contracted for by the government must meet state prevailing wage requirements by obtaining an "Affidavit of Prevailing Wages Paid" from the contractor unless the work is performed exclusively by the business owner.

For additional guidance on public works projects and procurement for your government type, please visit Municipal Research and Services Center of Washington's website: Procurement and Public Works Requirements.

Credit Cards
The state Department of Enterprise Services has a Purchase Card Contract with US Bank that local governments are eligible to use. The card has no annual fee and offers annual rebates on purchases made using the card. For more information, go to Purchase Card Guidance.

It is also important to note that having policies and procedures for credit/debit cards and charge account use is important for safeguarding the local government's funds. State law (RCW 43.09.2855) allows local governments to use credit cards. This law provides some guidelines for their use, which include adopting a system for their distribution, control, authorization, etc.

Working Together to Improve Government

Local Government Support Team

This team provides support services to local governments through the Budget, Accounting, and Reporting System (BARS), annual online filing technical assistance, and training on accounting, reporting and BARS. Our website and client portal offer many resources, including a client Help Desk that answers auditing and accounting questions, updated BARS Manuals, access to resources and recorded trainings, and other accounting and reporting resources. Additionally, this team helps with the online filing of your financial statements.

The Center for Government Innovation

The Center for Government Innovation of the Office of the Washington State Auditor offers services designed to help you assist the residents you serve, at no additional cost to your government. What does this mean? They provide expert advice in areas like building a Lean culture to help local governments find ways to be more efficient, effective, and transparent. The Center also provides financial management technical advice, best practices, and resources. These can be accessed from the "Improving Government" tab of our website and can help you act on accounting standard changes, comply with regulations, protect public resources, minimize your cybersecurity risk and respond to recommendations in your audit. The Center also offers the Financial Intelligence Tool, better known as FIT, to help you assess and monitor your finances and compare your financial operations to similar local governments like you. You can email the Center for a personal training session to learn all the benefits using the FIT tool can provide. The Center understands that time is your most precious commodity as a public servant and wants to help you do more with the limited hours you have. If you are interested in learning how the Center can help you maximize your effect in government, call (564) 999-0818 or send an email to Center@sao.wa.gov.

Finalizing Your Audit

Report Publication

Audit reports are published on our website and distributed via e-mail in a PDF. We also offer a subscription service that allows you to be notified by email when audit reports are released or posted to our website. You can sign up for this convenient service at: https://portal.sao.wa.gov/SAOPortal/

Audit Cost

In the entrance communication, we estimated the cost of the audit to be $3,000, and actual audit costs will approximate that amount. Billing invoices are sent at the beginning of the month after the report issuance.

Next Scheduled Audit

Assessment audit costs are based on the government's annual revenue and fluctuates depending on revenue received each year. The cost for the next audit is based on the Area's last report revenue and our Office's current rates. The next assessment audit for 2026 and 2027 is estimated at $2,000. *This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost. If the government receives increased revenues in future years, it may incur additional audit costs.*

Further, if the government exceeds the assessment audit threshold of $300,000, does not comply with filing requirements or presents other risk factors, then we could perform an onsite audit in the future. Finally, if expenditures of federal awards are $1,000,000 or more in any fiscal year, notify our Office because federal rules require the Area to receive a financial and federal audit for that year.

Audit Survey

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

Concluding Comments

We appreciate your assistance throughout the audit. We hope you find the information above informative and helpful to the government's operations. If you have any questions or concerns, please call or email at your convenience and we can discuss your audit.

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5 YEAR BUDGET COMPARISON

City Of Leavenworth

176 Community Swimming Pool

Account		2023 Actual	2024 Actual	2025 Actual	2026 Actual	2026 Appropriated	2027 Appropriated	Comment
308 31 00 176	Restricted Beginning Net Cash & Invest	169,546.33	101,432.77	103,222.34	6,490.78	6,491.00	0.00	
308	Beginning Balances	169,546.33	101,432.77	103,222.34	6,490.78	6,491.00	0.00	
311 10 00 001	Real & Personal Property Taxes	83,000.00	110,000.00	120,000.00	260,000.00	487,000.00	0.00	
310	Taxes	83,000.00	110,000.00	120,000.00	260,000.00	487,000.00	0.00	
347 30 00 000	Pool Pass Ent. Fees	25,191.00	26,416.50	0.00	47,194.00	39,000.00	0.00	
347 30 00 001	Pool Concession Fees	30.00	80.00	0.00	1,225.00	500.00	0.00	
347 30 00 002	Pool Daily Ent. Fees	3,171.00	3,806.00	-299.99	7,561.51	25,000.00	0.00	
347 30 00 004	Pool Swim Lessons	6,700.00	312.50	0.00	10,260.01	25,000.00	0.00	
347 30 00 005	Pool Swim Special Lessons Rate	910.00	0.00	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	0.00	
340	Charges For Goods & Services	36,002.00	30,615.00	-299.99	66,240.52	96,500.00	0.00	
361 11 17 060	Investment Interest	3,332.64	2,850.36	1,463.86	1,518.70	2,000.00	0.00	
367 11 01 076	Pool Donations	1,833.59	130.00	0.00	0.00	400.00	0.00	
369 91 01 076	Miscellaneous Revenue	794.28	810.40	0.00	3,468.50	2,400.00	0.00	
360	Interest & Other Earnings	5,960.51	3,790.76	1,463.86	4,987.20	4,800.00	0.00	
381 10 99 002	Interfund Loan - FM CE Multiyear	0.00	0.00	0.00	0.00	29,000.00	0.00	
380	Non Revenues	0.00	0.00	0.00	0.00	29,000.00	0.00	
397 76 00 035	Trans In-Fm #104 Lodging Tax (Tourist Support)	38,039.50	48,156.00	58,361.50	123,798.00	123,798.00	0.00	
397	Interfund Transfers	38,039.50	48,156.00	58,361.50	123,798.00	123,798.00	0.00	
TOTAL REVENUES:		332,548.34	293,994.53	282,747.71	461,516.50	747,589.00	0.00	
576 20 10 000	Salaries & Wages	27,630.69	24,000.98	33,448.76	46,756.00	302,970.00	0.00	
576 20 15 000	Overtime	0.00	0.00	803.24	0.00	33.00	0.00	
576 20 20 000	Benefits	8,320.06	8,066.20	8,991.46	12,158.25	60,340.00	0.00	
576 20 25 000	Overtime Benefits	0.00	0.00	332.73	0.00	0.00	0.00	
576 20 31 000	Office & Operating Supplies	7,168.43	13,252.27	11,698.43	19,919.69	25,000.00	0.00	
576 20 31 002	Credit Card Service Charges	68.70	112.82	144.45	38.54	2,200.00	0.00	
576 20 35 000	Small Tool & Minor Equipment	1,073.06	0.00	3,562.52	6,147.04	2,500.00	0.00	
576 20 40 001	Other Interfund Svs & Chgs	2,080.00	3,948.00	4,453.50	4,351.00	8,702.00	0.00	

Tab D

5 YEAR BUDGET COMPARISON

City Of Leavenworth Time: 09:13:57 Date: 07/02/2026

176 Community Swimming Pool

Account		2023 Actual	2024 Actual	2025 Actual	2026 Actual	2026 Appropriated	2027 Appropriated	Comment
576 20 40 005	External Taxes-Sales-B&O Taxes	230.61	0.00	-19.59	2,814.83	6,250.00	0.00	
576 20 41 000	Professional Services	95.00	0.00	0.00	600.00	1,000.00	0.00	
576 20 41 001	Election Costs	0.00	0.00	2,631.47	0.00	0.00	0.00	
576 20 41 003	Audit Costs	0.00	0.00	0.00	0.00	2,250.00	0.00	
576 20 42 000	Comm-Phone/Postage/Fx	884.54	762.56	930.78	1,855.11	2,200.00	0.00	
576 20 43 000	Travel-Lodging/Meals/Mileage	0.00	0.00	0.00	200.83	1,500.00	0.00	
576 20 44 000	Advertising	2,281.86	1,014.79	370.00	850.96	2,500.00	0.00	
576 20 46 000	Insurance	18,096.00	29,439.00	34,159.24	37,358.00	40,997.00	0.00	
576 20 47 000	Utilities	7,980.73	3,357.80	3,995.74	13,342.08	31,000.00	0.00	
576 20 48 000	Repairs & Maintenance	3,567.73	4,653.30	133.14	3,015.07	5,000.00	0.00	
576 20 49 000	Misc-Reg/Dues/Subscriptions	1,425.00	0.00	4,828.69	3,417.43	3,000.00	0.00	
576	Park Facilities	80,902.41	88,607.72	110,464.56	152,824.83	497,442.00	0.00	
581 20 00 099	Interfund Loan Repay To CE	0.00	0.00	0.00	0.00	29,000.00	0.00	
580	Non Expeditures	0.00	0.00	0.00	0.00	29,000.00	0.00	
594 76 41 001	Expansion Feasibility Study	49,354.25	0.00	0.00	0.00	0.00	0.00	
594 76 63 002	Pool Equipment Replacement	0.00	30,270.42	22,381.70	47,411.80	163,299.00	0.00	
594 76 63 003	Pool Sand Filters Replacement	0.00	0.00	43,919.28	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	0.00	
594	Capital Expenditures	49,354.25	30,270.42	66,300.98	47,411.80	165,799.00	0.00	
508 31 00 176	Restricted Ending Fund Balance	0.00	0.00	0.00	0.00	54,798.00	0.00	
508 31 01 176	Restricted EFB For Payroll Reserve	0.00	0.00	0.00	0.00	550.00	0.00	
999	Ending Balance	0.00	0.00	0.00	0.00	55,348.00	0.00	
TOTAL EXPENDITURES:		130,256.66	118,878.14	176,765.54	200,236.63	747,589.00	0.00	
	FUND GAIN/LOSS:	202,291.68	175,116.39	105,982.17	261,279.87	0.00	0.00	