DRAFT MINUTES
AQUATICS BOARD
Tuesday, November 19, 2019
City & Borough of Juneau – Room 224, City Hall

Statement of Philosophy:
Create Community through People, Pools and Effective Swim Programs

A. Meeting Convened at 5:00pm by Chair Muldoon**.**

B. **All Members Present:** Kristin Bartlett, Don Beard, Corry Isabell (by phone), Molly McCormick (by phone), Lena Merrell, Tracy Morrison, Will Muldoon, Tom Rutecki, Pat Watt
Ex Officio: George Schaaf, Parks & Rec Director
Liaison Absent: Carole Triem – CBJ Assembly
Staff Present: Kollin Monahan, Aquatics Manager

C. **Agenda Changes** – No changes. Ms. Watt requested that, going forward, the Update on ABP Renovation by moved to be a Standing Agenda Item rather than part of the Aquatics Manager's Report.

D. **Approval of Minutes –** Minutes of the October Retreat were reviewed. Ms. Merrell moved approval with correction. No objection.

E. **Public Participation on Non-Agenda Items** – None

F. **Augustus Brown Renovation**
Ross Stevens from CBJ's Engineering Department is co-project manager along with Steve Tada. Mr. Tada has significant familiarity with Augustus Brown from some previous work. We have received the 35% Schematic Design document from the Contractor, Architects Alaska, and anticipate the 65% document in January. The project goals are to bring everything in the 47-year old building up to code, meet ADA requirements, and replace items at the end of – or past - their useful life. Cost-saving options for various items are being evaluated so as to maximize the benefit of available funds. Mr. Stevens summarized the anticipated project costs by type of work. He noted that the swimming tank is in good shape, but because some of the rebar is rusting through the repair will result in a reduction in pool depth of about 3 inches.

The project budget will be firmer after the 65% design document is received, albeit recognizing the need for contingencies – especially related to abatement of hazardous material once the oil tank is removed. Because its extebt is unknown, abatement work will necessarily be on a time and materials basis. It is anticipated that the construction contract will be awarded in late May or early June. The facility will thus be temporarily closed beginning approximately July 1, 2020, for a 6-9 month construction period. The contract will include a liquidated damage clause for delays. The construction community is aware that this project is in the pipeline and, due to both its budget and the amount of labor required, the engineers think it will be a competitive project.

G. Aquatics Manager's Report

- **Ms. Wilkinson's Retirement: Machelle Wilkinson, who has served as the Administrative Assistant for the** pools since 2001, will be retiring at the end of 2019. She has played a key role in helping the Pools reach our current capacity and will be badly missed. Her position will be posted this week and interviews will be conducted right after the New Year. A retirement party is being planned for her for

December 2nd from 11:30am -1:00pm at Augustus Brown Pool. Board members are welcome to attend.

- **Swim Lessons:** Registration for Session III opened on November 18th. There will be four group classes at Augustus Brown and nine at Dimond Park, accommodating 5-7 students in each group. Classes run from December 3-19 and cost $48 for the lesson series.
- **Lifeguarding Training**: The final training course of 2019 will be held at Dimond Park this coming weekend, November 23-24 from 8:30am – 5:00pm each day. Participants must have completed the required online study material prior to completing the hands-on pool training. This hybrid training approach, part online and part hands-on, seems to be successful. 7 participants are anticipated. Applications for Lifeguard positions at the pools are always kept open, to ensure enough staff are available to meet pool user demand at all times.
- **Swim Meet**: Glacier Swim Club is hosting its Holiday Invite event on December 7-8 at Dimond Park. The pool will not be open to the public after noon on December 7th through the end of the day on the 8th.
- **Parks & Recreation Holiday Party**: The Department will be hosting a holiday party for all staff and their families at the Treadwell Arena on December 8th from 4:30pm – 6:30pm. Board members are invited to attend.

H. Old Business – Commercial Use of Aquatics Facilities

Mr. Schaff presented a short Power Point reviewing the legal requirements governing commercial use of Parks & Recreation property. Section 67.01.090 of the Code of Ordinances governs such activities and requires a Commercial Use Permit for all commercial activity. (Power Point is attached). Commercial users are required to carry liability insurance in amounts, and for risks, sufficient to protect CBJ from liability. An affordable insurance provider is available. The Aquatics Board is authorized to adopt regulations and establish fees for the use of the Pools.

Draft regulations prepared by staff, as requested by the Board in September, were reviewed. Once the Board feels the regulations are ready for adoption, then a public notice period will be scheduled to receive comments. The Board considered as to how – or whether - to address fees and pool admission costs in the regulations. Also, how – and whether - permitting requirements applies to public use situations beyond individual private lessons such as use by community organizations. After much discussion on these and other points, feedback was provided to staff for production of a second draft. The Board recognizes that it is important to get the regulations right before adoption, since they then have the effect of law. Once the regulations are drafted, policy with implementing details will have to be developed.

Mr. Monahan has been trying to keep the private swim teachers informed – he thinks there are about 9 individuals who offer private lessons. Some teachers are much more involved with this than others. The Board wants to ensure that interested community members have the opportunity for input prior to adopting these regulations.

Board members will continue reviewing the regulations and will email suggested changes and/or language to Mr. Monahan and Mr. Schaaf.

I. **New Business**:

- ***Fees and Charges Policy***. The Aquatics Board adopted a Fees and Charges Policy at its November 4, 2015, meeting. The policy was reviewed in 2017 and should be reviewed again by the Finance Committee in light of recent experience. (Attached)

- ***Proposed Fee Schedule***. Mr. Monahan presented a proposed fee schedule for the coming budget year. This does not have any cost increases, but:
    - Continues the 5-month Summer Pass that was tested in 2019 to address needs of summer workers.
    - Adds a new 5-month Winter Pass to accommodate legislators and addresses the situation of Augustus Brown users in anticipation of the temporary closure for renovations
    - Adds swim class packages to offer private lessons through Aquatics as an alternative to finding community teachers.

  Ms. Watt moved adoption of the Fee Schedule (attached). Without objection, the schedule was approved.

- ***Removal of ABP Family Changing Room Toilet.*** The family changing room was added to the building as an afterthought and the design for its toilet plumbing works poorly for solid waste. This unfortunately results in repeated backups of raw sewage through the pool deck drains onto the deck. This is a recurring health issue and eats up the maintenance budget with so many calls to clear the blockage. To address this, the toilet was removed on November 12th. The space along with the shower and is still operational. Mr. Monahan discussed the problem with CBJ's compliance officers who noted that the building remains in compliance with ADA requirements for handicapped accessible stalls since there are handicapped accessible stalls in both locker rooms as well as one in each lobby bathroom (four total excluding family changing room). The inconvenience is recognized but is short term since the problem will be permanently resolved during the renovation of the pool building.

- ***Adding Adult Changing Station at DPAC and AGB Remodel.*** Ms. McCormick had requested this item be added to the agenda, but had to leave the meeting before we got to it.

J. Board Comments

- Mr. Rutecki stated that the Programs and Outreach Committee will meet on Tuesday, December 17th at 5pm in City Hall. Staff will be sharing their thinking about managing demand during the ABP temporary closure.
- Mr. Rutecki requested that at its January meeting the Board consider increasing weekend lap swims, especially Saturdays.
- Mr. Muldoon and Ms. Isabel are scheduling the Budget/Finance and Board Development Committees to meet in December.

K. Adjournment: the meeting was adjourned at 7:15pm**.**

L. **Next Board Meeting**: Tuesday, January 7th, 5:00pm, in City Hall.

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Meeting Follow-ups:

Board members: Continue reviewing the regulations and email suggested changes and/or language to Mr. Monahan and Mr. Schaaf.

Mr. Muldoon and Ms. Isabel: Schedule December meetings of their Committees

Mr. Muldoon: Schedule a review of Fees and Charges policy by Budget/Finance Committee

Mr. Schaaf and Mr. Monahan: Prepare 2nd Draft of Commercial Use of Aquatics Facilities regulations

Attachments: PowerPoint Presentation, Fee Schedule, Augustus Brown 35% Schematic Design.