

**DRAFT MINUTES
AQUATICS BOARD
Tuesday, July 23, 2019
City & Borough of Juneau – Room 224 – 4pm**

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

- A. **Meeting Convened at 4:03pm.**
- B. **Members Present:** Kristin Bartlett, Don Beard, Corry Isabell, Molly McCormick, Lena Merrell, Tom Rutecki, Pat Watt,
Members Absent: Tracy Morrison, Will Muldoon
Liaisons Absent: Carole Triem. – CBJ Assembly
Staff Present: George Schaaf, Kollin Monahan, Robert Palmer, Jane Mores
- C. **Agenda Changes** – No changes.
- D. **Approval of Minutes** – deferred to August meeting:
- E. **Public Participation on Non-Agenda Items** – None

F. Parks and Recreation Director Comments

As the new Ordinance becomes effective, the Board is expanded and most members are new. Hence this meeting is largely an orientation. Board work will be deferred to begin in August. After each Board and Staff member introduced themselves, Mr. Schaaf and Mr. Monahan gave each Board member a binder with key reference information in it: the CBJ Boards, Committees & Commissions Informational Pamphlet which spells out various rules and procedures; the Aquatics Ordinance and Board Bylaws; some recent meeting minutes; the two most recent annual reports; a financial report; and usage statistics.

Mr. Schaaf showed the recent video promoting Juneau's two pools. He then overviewed the Parks and Recreation Department and the Pools. Aside from Engineering and Public Works, Parks & Rec is the City's largest Department, and Aquatics is its largest division. With almost 200 people on the Aquatics payroll, approximately 90 of those are actively working at any given time.

Mr. Schaaf gave the Board a brief update on the status of renovation of Augustus Brown Pool. The Condition Assessment has been completed and the contractor's report is due shortly. The next step is to set priorities and plan the construction. It is expected that the pool could be closed for a year, and much planning will be necessary on how to accommodate all our swimmer needs at Dimond Park during that period.

G. Law Department Overview of Ordinance and Applicable State Law:

Mr. Palmer presented slides (appended to the minutes) summarizing components of the new Ordinance outlining the Board's responsibilities. Then he and Ms. Mores overviewed key requirements of the Alaska statutes governing Meetings, Conflict of Interest, Public Records, and Fundraising. He indicated that if a Board member has a question or a doubt about any of these, Law Department staff are always happy to be consulted. Acting in their Board capacity, each member is a Municipal Officer. Using guidance from the Law Department

helps to ensure that members do not become exposed for procedural mistakes. Mr. Palmer also drew attention to the Bylaws adopted by the previous Board when it was first created. He recommended that new members become familiar with both the Ordinance and the Bylaws, which should periodically be reviewed.

H. Aquatics Manager Comments

Mr. Monahan provided a more detailed overview of the two pools and encouraged Board members to tour the facilities to gain understanding in the complexity of their operations. Each pool has a leisure area and a larger area for swim lanes. Water in the leisure areas is maintained at 86°. Swim lanes are cooler, and Dimond Park also has a Hot Tub. Water in the different areas run through separate systems. The two pools together use over 750,000 gallons of water. For a number of reasons our pools use salt-water pool – not least due to the difficulty of transporting chlorine supplies to Juneau. Salt water is easier on the swimmer but does require special maintenance. Each pool is open for more than 80 hours each week. Aquatics staff consist of a small core of key full-time personnel, including two Pool Supervisors, and Administrative Assistant, Head Lifeguards, and a new Recreation Coordinator position to assist with program planning and supervision. The majority of remaining staff work on a limited part-time basis as lifeguards, pool attendants, instructors, etc. Some of these positions are great entry level opportunities for Juneau residents as a way to gain essential job skills. Parks & Rec staff also provides support to Aquatics for payroll, finance and building maintenance. Last fiscal year through the end of May, there were over 85,000 check-ins at the pools. This does not include Glacier Swim Club or School users who make significant use of the pools.

This past year, we have increased Lifeguard instructional capacity from 2 to 5 people able to train others in CPR, AED, and First Aid. Last month, we participated in the Red Cross Aquatics Examiner Service which conducted an in-depth facility review to evaluate our safety and lifeguarding operations. Prior to that visit we had implemented a new Safety Focus and created an Emergency Action Plan so that staff was thoroughly familiar with procedures for handling safety emergencies at the pools. In fact, we recently had a swimmer emergency in the pool and staff responded exactly as expected. Aquatics chose a camp model for swim lessons this summer, which has been very well received.

Some objectives for the coming year are: to initiate private (one-on-one) swim classes; in conjunction with GSC to purchase two inflatable logs and conduct Log-Rolling classes and events; and start some water polo team training and events. Mr. Monahan noted that a goal for Aquatics is eventually to be able to host Red Cross Academies providing Lifeguard Instructor and Water Safety Instructor training for other pools in Alaska. He also hopes to work with Thunder Mountain High School and UAS to include a Lifeguarding course in their curriculum offerings. He mentioned that the food service contract at the Dimond Park pool is up for renewal and the new solicitation may consider retaining the vendor to run the operation in lieu of pool staff. The overall goal is to increase the amount of cost recovery achieved at the pools.

I. Transition Information

Ms. Watt noted that Mr. Monahan's work with the pools during his tenure so far is impressive and is much appreciated. Ms. Watt then presented some items that the previous Board had prepared for the expanded Board, given that only she and Mr. Rutecki were continuing on.

- An Annual Calendar of To Dos (see appended) developed to help guide the agenda for each monthly meeting. Ms. Watt emphasized that the Ordinance provides a road map of what the Assembly expects

from the Board. A review of that document in conjunction with the Calendar would be in order to make sure everything is covered as the Board plans its work for the year.

- Suggestions for a Committee Structure (see appended). Ms. Watt noted that the prior Board had gone back and forth on the issue of Committees, beginning with several 3-person Committees and after a year switching to a single Committee of the Whole prior to each Board meeting. With an expanded Board, and an increased set of responsibilities, it seems that a return to a subcommittee structure is probably a good idea to help get all the Board's work done.
- A Brief History of Aquatics (appended). Ms. Watt noted that for at least two decades, swimmers have been eager to have a meaningful say in how the pools were managed. After some struggles and a lot of work we finally have reached what seems to be a stable solution that should last well into the future. The key lesson from history is how important it is to maintain open and honest communications and a trusting relationship between the Board and staff.
- Ms. Watt stated that, because minutes are such a useful reference, the previous Board preferred to have minutes prepared by a Board member. After rotating secretary duties, and having staff prepare the minutes, the Board decided to elect her as Secretary to take the minutes. She indicated a willingness to continue that task, should the Board desire. If so then the Bylaws ought to be amended to reflect the addition of a Secretary to the list of Officers.
- Mr. Rutecki explained that, during discussions with the City Manager on amending the Ordinance, the Manager sent the Board a memo encouraging the Board to operate on a schedule that is in rhythm with the municipal budget and to see as priority duties:
 - Planning and scheduling the Augustus Brown Pool remodel, and
 - Focusing on driving revenue and controlling costs.

J. Old Business - none

K. New Business -

- Election of Officers – Deferred until the August meeting.
- Board Meetings - Some discussion took place as to the time/location of Board meetings. This should be settled at the August meeting.
- Policies – Ms. Watt asked Mr. Monahan to provide Board members with the rate policy. The Board, with the help of staff, should review existing Aquatics policies and determine its role in reviewing policies and setting policy direction.
- Emails – Following Mr. Palmer's advice to either (1) *everyone* use @juneau.org OR (2) *everyone* use their personal email, the group decided to use @juneau.org. Mr. Monahan will get that set up so it can be explained how to use it at the August Board meeting.

L. Adjournment: the meeting was adjourned at 5:38pm.

M. Next Board Meeting: Tuesday, August 27, 2019, at 4:30pm. Location TBA

Meeting Follow-ups:

Next Board meeting:	Elect Officers; Decide on preparation of minutes; Set Board meeting dates, times, and locations for the future; Setup @juneau.org email addresses for Board members; Review/Update Calendar of Todos.
Mr. Monahan	Send Rate/Fee Policy to Board members