DRAFT MINUTES
AQUATICS BOARD
Tuesday, June 25, 2019
City & Borough of Juneau – Room 224 – 4pm

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

A. **Call to Order at 4:03pm** by Chair Tom Rutecki.

B. **Members Present**: Becky Monagle, Tom Rutecki, Ritchie Dorrier, Charlie Williams Pat Watt,
Members Absent: Max Mertz, Joe Parish
Liaisons Absent: Carole Triem. – CBJ Assembly
Liaisons Absent: Phil Loseby - Juneau School District.
Staff Present: George Schaaf, Kollin Monahan
Guests Present: Will Muldoon (PRAC Liaison)

C. **Agenda Changes** – No changes.

D. **Approval of Minutes:**
- Tuesday, April 23, 2019. *Ms. Monagle moved to approve the minutes with typos corrected. No objection.* ***Approved.***

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

F. **Aquatics Manager's Report**:
- *Emergency Preparedness*. Pop-up scenario drills have been administered during staff shifts. These scenarios are based on a 300-point grading scale quantifying decisions made in emergencies. Key criteria include the importance of immediately calling 911 and sending someone to retrieve the AED to have it available if needed. All employees are given two opportunities to score a 210 or higher in order to be certified.
- *Swim Lessons:* Three series are being advertised, from middle of June to early August. These sessions are based on a summer camp model, where participants attend a 30 minute class every morning (Monday-Thursday) for two weeks. Feedback on this model has been very positive.
- *Training*: Staff participated in two Red Cross Lifeguarding Instructor Courses this past weekend. We increased our lifeguard instructors from two to seven. These individuals will be able to teach classes in:

  Life-Guarding
  CPR/AED for the Professional Rescuer
  Standard First Aid
  Blood-Borne Pathogens
  Adult/Pediatric CPR/AED & First Aid

  The Instructors will be able to teach other Parks & Recreation employees when needed.
- *Quality Assurance.* The American Red Cross will be sending an Aquatic Examiner to Juneau on June 27th and 28th. The Examiner will be auditing our pool processes in regards to Emergency Action Plans (EAPs), staff knowledge, response times, and overall operations.

- *Radio Advertising:* Staff have submitted scripts to various radio stations for advertisements designed to reach different audiences:
    - *Fitness Membership & Day Passes* – what a membership entails (fitness classes, exercise equipment, lap swimming, leisure swimming, sauna, special programming) as well as focusing on the value of an annual pass;
    - *Employment Opportunities* –lifeguard, front desk clerk, fitness instructor, focusing on the starting pay for positions as well as the fully benefitted positions
    - *Community Programming* – offerings for American Red Cross Classes, swim lessons, open swims and sponsored swims.
- *Deployment of Lifeguards*: There are 4 life-guard stations at Dimond Park and guards are deployed based on Red Cross requirements as well as the special visibility constraints of the facility's design. Pool Attendants control traffic the top of the slides.

G. **Old Business**

- **Annual Calendar –** The items for June are submission of the Annual Report and input to Aquatics Manager annual evaluation.
    - *Annual Report***:** This has been submitted to the Clerk and the Chair of the HR Committee. and will be heard at the meeting on Monday, July 22. The Full Assembly sitting as the HR Committee will be conducting interviews for Board candidates on Wednesday, July 17.
    - *Feedback on Manager's Performance:* Ms. Dorrier reported that she had not yet been able to meet with Mr. Loseby to draft a proposed process for this new Board responsibility. In the meantime, she had obtained from Mr. Schaaf some suggestions and had created a draft form. Mr. Schaaf explained that the CBJ process is to rate employees as acceptable when they perform as expected. Ratings other than that require an explanation.

H. New Business

- **Locker Room Policy.** Mr. Monahan noted that the current policy is that children under five are permitted in the locker room with their opposite-sex parent or guardian, while older children are expected to dress and undress by themselves in their same-sex locker room. This policy was adopted 3-4 years ago. Staff have surveyed other pools and this rule seems to be the norm. This policy caused a problem at Augustus Brown recently when the Family Dressing Room was tied up. Augustus Brown has only one Family Dressing Room and, when it use by a customer with disabilities, occupancy may be lengthy. The Board continued its discussion of this policy from the May meeting and noted that in case of urgency there is also a public restroom at each pool which could be used. The Board unanimously affirmed continuation of the existing policy. Ms. Watt asked Mr. Monahan to notify the Board if it comes up as a problem again.
- **Moment of Appreciation**. Mr. Monahan expressed his appreciation to the Board for helping him through his first year while at the same time undergoing a transition period itself. The Board expressed appreciation to Mr. Schaaf and Mr. Monahan for support through this transition period, and to each other as the Board membership changes in July due to resignations and new appointments.

I. **Standing Agenda Items:**

- *Usage Spreadsheet*. Ms. Watt suggested that the new Board would need to understand what data are collected by eTrak -- and then be explicit about the data reports it wants to see and in what format.
- *CIP process* –
    - *ABP Pool*: The Consultant along with Mr. Monahan and CBJ Engineering staff completed a Pre-Design Inspection on June 3rd, during the pool's annual maintenance closure week. The Consultant's report has not yet been received, but Mr. Schaaf will send the Board a copy of the internal memo prepared at the time by Engineering staff. The review showed that the building is in good condition for its age. Mr. Monahan is requesting that a second Family Changing Room be incorporated into the design work, as well as redoing the staff office so it could be used as a classroom or meeting room.
- *To Do List* –
    - Planning for the July Board meeting

J. Board Comments –

- Ms. Dorrier mentioned that the former Aquatics Director had maintained a complaint log and thought that might be beneficial to staff as a way to flag recurring issues, and/or users with frequent issues.
- Mr. Rutecki asked staff to provide the new Board with a list of policies
- Ms. Watt shared the list of items she keeps in her Aquatics Board notebook as a possible template for new Board member notebooks.

K. Adjournment: the meeting was adjourned at 5:17pm**.**

L. Next Board Meeting: 7/23/19, 4pm, Room 224