

**DRAFT MINUTES
AQUATICS BOARD
Tuesday, May 28, 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, Joe Parrish (by telephone), Pat Watt,
Members Absent: Ritchie Dorrier, Max Mertz, Charlie Williams
Liaisons Present: 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. Watt moved to approve the minutes. No objection. **Approved.***
- E. **Public Participation on Non-Agenda Items** – None
- F. **Aquatics Manager's Report:**
- Summer schedule is now in effect.
 - Staff is collecting surveys from swimmers at each facility. The survey is available online at <https://www.surveymonkey.com/r/ZRZVCSM>. Results from paper survey data are being entered into the Survey Monkey for tabulation. So far over 50 responses have been received, with generally positive feedback.
 - June is Emergency Preparedness month at Aquatics.
 - Active shooter training was conducted for staff by JPD last week in preparation for the pool emergency training in June, in which the focus is on aquatics-related emergencies.
 - Pop-up emergency scenario drills will be administered during various shifts using a 300-point grading scale to quantify decisions made by staff in purported pool emergency situations.
 - The American Red Cross will be sending two specialists to Juneau at the end of June to audit both facilities through the Aquatic Examiner Service and conduct an in-depth facility tour to review safety and lifeguarding operations. The AES provides a comprehensive, objective evaluation based on the American Red Cross's Lifeguarding program standards. Recommendations and resources needed to achieve and maintain improvements will be provided at the end of the visit.
 - The Aquatics Manager from Craig is coming to town in June to conduct two trainings to provide a 3-day American Red Cross Lifeguard Instructor Certification course and a Recertification training course. This will allow us to increase our certified Lifeguard Instructors from two to seven.

- Summer swim lessons will be offered at both pools starting in mid-June and ending in early August. Sessions are based on a summer camp model, where participants attend a morning 30-minute class daily (Monday-Thursday) for two weeks. Skills retention should be enhanced with daily swim lessons. Registration for classes opens on June 10.
- The pool fee changes were approved by the Assembly last month and go into effect on July 1.
- Both pools will be closed on July 4th.
- Custodial staff are now reporting to Mr. Monahan rather than the respective pool supervisor. This is helping to ensure uniform janitorial standards at the two pools, and also means union issues are under Mr. Monahan's purview.

G. Old Business

- **Annual Calendar** – The main item for May is approval of the Annual Report, due to the HR Committee of the Assembly in June. The calendar was clarified to deal with uncertain timing of budget approval (see attachment).
- **Annual Report** – The draft report was reviewed and approved with some minor edits. Mr. Rutecki will find out from Mr. Edwardson when the HR Committee will have it on its agenda and inform the Board. Mr. Rutecki plans to attend and other Board members should attend if possible.

H. New Business

- **Locker Room Policy.** In April, a parent using Augustus Brown with 3 children found the single Family changing room to be in use the entire time and experienced it as a difficult situation. The pool policy is that only children under 5 are allowed in the locker room of the opposite gender parent. Staff knows to enforce the policy to ensure uniformity and avoid discomfort to other swimmers. The Board discussed the age cutoff and wondered if 5 and under might be a better way to go. Newly turned 5-year-olds may not be quite mature enough to navigate a locker room on their own. The Board asked Mr. Monahan to discuss the matter with staff at his next staff meeting and come back to the Board with a recommendation.

I. Board Comments and Standing Agenda Items:

- **Standing Agenda Items:**
 - *Usage Spreadsheet.* Staff have entered three years of Etrek user data into Excel and sent to Mr. Mertz who will provide tech support as needed for the pivot tables.
 - *CIP process* –
 - *ABP Pool:* The Engineering Project Manager has a swimming pool specialist arriving next week to inspect and test the liner and conditions under the tank as well as the gluings in the natatorium. The pitch roof and elevated roof are also being inspected. It is likely that work will begin in mid-late summer of 2020 once all the schematic and design work is completed. Responding to swimmer requests, Mr. Monahan explained that there isn't room for a Hot Tub at Augustus Brown, nor is their money for the additional systems that would be required to operate it.
 - *Pool Deck at DPAC:* Engineering is checking new decking material to replace the existing, since it is quite slippery. Some less intrusive options have been evaluated and discarded.
 - *To Do List* –

- The Fee Structure Committee did not meet –its purpose became moot.
- Mr. Mertz will provide tech support to staff for Usage Data pivot tables.
- Mr Monahan has some ideas to explore with Mr Gaugine (the Gaugine Foundation) on supporting youth/school involvement in swimming. Perhaps the Gaugine Foundation support can seed one of these. Mr. Monahan would like to see if a lifeguarding training that could be offered as an elective in the High Schools. Eventually, he hopes that it may be feasible for Kindergarten students to take a learn-to-swim course. The 4th grade course is going very well, but many of these children have never been in the water.
-
- **Board Comments** – So far there are 7 applicants for the new Aquatics Board. Board members are encouraged to reach out into the community for further involvement. Mr. Rutecki requested that Board members who are unable to attend a meeting provide prior (at least a couple of days) notice/

J. Adjournment: the meeting was adjourned at 5:03pm.

K. Next Board Meeting: 6/25/19

Meeting Follow-ups:

- Ms. Dorrier and Ms. Watt to draft pointers from experience for the incoming Board (due for June Board meeting)
- Mr. Loseby and Ms. Dorrier to draft input/process for Mr. Monahan's evaluation. due for June Board meeting)
- Mr. Mertz to provide tech support on pivot tables for usage data manipulation
- Ms. Watt to forward finalized Annual Report to Mr. Rutecki for transmission to the Assembly, copy to the Board
- Mr. Monahan to discuss Locker Room age policy with staff and report back to the Board

**Aquatics Board
Annual Calendar of To Dos**

July	Orientation for New Board Members Elect Officers Q4 Financial Report with Highlights Review Staff's Annual Work Plan/ Goals
August	
September	Board Strategic Planning and Goals for Year Form Committees Review/revise Annual Calendar of To Dos
October	Review/revise Fee Policy Review Draft Fee Schedule Q1 Financial Report with Highlights Review CIP status for next year
November	Review/approve CIP request Update on deferred maintenance projects
December	Update on Progress of Staff's Annual Work Plan/Goals Review schedule for approving the Budget Approve Fee Schedule
January Q2	Financial Report with Highlights Review draft Budget Request
February	Approve Budget Request (may require change of meeting date, or a 2 nd meeting, depending on the schedule worked out in December and/or adjusted in January)
March	Review Maintenance plan for Annual Pool Closures
April	Q4 Annual Report with Highlights Advocate for Aquatics Budget Develop Draft Annual Report
May	Finalize Annual Report
June	Submit Annual Report to Assembly Aquatics Manager Performance Evaluation input Board Self Evaluation