

**DRAFT MINUTES
AQUATICS BOARD
Tuesday, April 23, 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 M. Mertz.
- B. **Members Present:** Ritchie Dorrier, Max Mertz, Charlie Williams, Joe Parrish, Tom Rutecki, Pat Watt,
Members Absent: Becky Monagle
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** – Mr. Mertz requested that we add election of Officers after Public Participation. Ms. Dorrier requested that we add, under Old Business, discussion about providing input for Mr. Monahan’s evaluation. So ordered.
- D. **Approval of Minutes:**
- Tuesday, March 19, 2019 – Ms. Dorrier noted that the list of items for the Board to complete by June 30 should have included input, and discussion of process for, providing input for Mr. Monahan’s evaluation. *Ms. Dorrier moved to approve the minutes as amended. No objection. **Approved.***
- E. **Public Participation on Non-Agenda Items** – None
- F. **Election of Officers:** Mr. Mertz is not currently able to fulfil the duties of Chair. He moved that the Board elect Mr. Rutecki to be Chair through the end of the current year (June 30). Unanimous. Mr. Mertz moved that the Board elect Ms. Watt to serve as Secretary through the end of the current year (June 30). Unanimous.
- G. **Aquatics Manager’s Report:**
- Scheduling of staff over the summer is underway. Summer schedules start on 5/28.
 - The process for handling irate pool patrons has been clarified with staff.
 - Staff have received additional training on customer service at the front desk and In-Services are scheduled on 4/27 and 4/28 for Aquatic Attendants (front desk), Lifeguards and Head Lifeguards.
 - DPAC will be closed for maintenance 4/29-5/05.

- AB Pool will be closed for maintenance 6/3-6/9
- Parks and Rec is offering a Summer Pass (\$149 for period May 1 – Oct 1) to attract Juneau’s seasonal workers to the pools and to Treadwell. Flyers announcing this pass have been distributed to tourism businesses. Mr. Monahan will send a copy to Board members to distribute as they can.
- Two Lifeguarding courses are being offered in the evenings, 5/7-5/9 and again 5/14-16. Previous courses have been offered Saturday mornings, which seems to be a difficult time for potential lifeguards.
- This summer, swim lessons are following a camp model, which should fit well with parents’ other summer plans for their children. Three Camps will be offered from 9-11:30am on four consecutive days (Mon – Thurs) beginning 6/17, 7/08, and 7/29. Registration for each Camp opens at 6am the prior Monday.
- A Red Cross CPR/WED/1st Aid Course will be offered twice at DPAC from 9am – 1pm on 5/18 and again 6/15.

H. Old Business

- **Fee Schedule Committee** – Mr. Williams plans to schedule a meeting of this Committee later this week.
- **Board Terms** – For the change to the new Ordinance, all Board terms end June 30, and continuing members should re-apply, regardless of when their current term would have ended.

I. New Business

- **Aquatics Board Annual Calendar.** Mr. Rutecki, Ms. Dorrier and Ms. Watt met with staff to map out a calendar of regular Board activities. The Board reviewed the schedule and discussed how best to deal with the unpredictable aspects of budget development. A finalized Aquatics Board Annual Calendar is attached.
- **Annual Report.** Ms. Watt requested Board members provide a description of items that should be included in the Annual Report as soon as possible. Mr. Monahan will send material to her for the “Staff Accomplishments” section of the Annual Report by the end of this week.

J. Board Comments and Standing Agenda Items:

- **Standing Agenda Items:**
 - *Usage Spreadsheet.* Ms. Foster is working on this – Mr. Mertz will provide tech support as needed for the pivot tables.
 - *CIP process* – Three responses to the RFP for the Design and Engineering phase of the Augustus Brown Pool renovation have been reviewed, a selection has been made and the contract awarded. Staff could not locate a copy of the survey done by Jensen, Yorba and Lott in April, 2017 which the

Board used to set priorities for requesting a portion of the 1% Sales Tax in that fall's election. Mr. Mertz will send a copy to Mr. Monahan.

- *Consolidated To Do List* – The Board decided to let this item lapse since the Board may create other priorities after July 1.
- **Board Comments** – Mr. Rutecki noted that Mr. Gaugine (the Gaugine Foundation) wants to keep supporting the pools. He asked Mr. Monahan to send suggestions for how to use this financial support to him so that Mr. Loseby can get the information to students before the end of the school year.

K. Adjournment: the meeting was adjourned at 5:08pm.

L. Next Board Meetings: 4th Tuesday of each month at 4:00pm at Room 224, City Hall:
5/28/19 6/25/19

Meeting Follow-ups:

- Mr. Williams to convene Fee Structure Committee
- ~~Mr. Mertz to send to Mr. Monahan a copy of the 4/17 condition survey by JYL~~
- Mr. Mertz to provide tech support to staff for Usage Data pivot tables.
- Mr. Monahan to send items for the "Staff Accomplishments" section of the Annual Report to Ms. Watt by the end of this week.
- Board members to send additional items for the Annual Report to Ms. Watt ASAP.
- Ms. Watt to draft content for the Annual Report and send out for review at the May Board meeting.
- Ms. Dorrier and Ms. Watt to draft pointers from experience for the incoming Board
- Mr. Loseby and Ms. Dorrier to draft input/process for Mr. Monahan's evaluation.
- ~~Mr. Monahan to send the Summer Pass and Lifeguard Course flyers to Board members to distribute as they can~~
- Mr Monahan to send Mr. Rutecki, cc. Mr. Loseby ideas for use of Gaugine scholarship funds.

**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
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