DRAFT MINUTES
AQUATICS BOARD
Tuesday, March 19, 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 4:00pm** by Chair M. Mertz. It was confirmed that this is a Board meeting, not an Operations Committee.

B. **Members Present**: Ritchie Dorrier, Max Mertz, Becky Monagle, Joe Parrish, Tom Rutecki, Pat Watt,
Members Absent: Charlie Williams.
Liaisons Present: Carol 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** – Ms. Dorrier requested that we add, under New Business, discussion about the meeting scheduled for next week to do Board planning. So ordered.

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

E. **Approval of Minutes:**
- Tuesday, February 26, 2019 – Ms. Watt commented that the Minutes seem to be lacking detail and thus aren't useful for referring to decisions previously made and/or avoiding repeat discussions. She stated that for the future she will take notes and share with the Board and staff to expand the record of meeting activity. Ms. Dorrier commented that it would be useful to have a written staff report for the record. Mr. Monahan said he would do that for the future. *P Watt moved to approve the minutes. No objection.* ***Approved.***

F. **Staff Report**:
- Candidates for the Recreation Coordinator position have been interviewed and the hiring process is with HR.
- Three responses to the RFP for the Design and Engineering phase of the Augustus Brown Pool renovation have been received. A Review Committee has been established to select a contractor within the next few weeks.
- Discussion for installing security camera at both facilities has begun
- Mr. Monahan is attending the CBJ Supervisory Academy.
- Registration for the next round of swimming lessons is coming up shortly
- The Southeast Champs Invitational meet will be held at Dimond Park the weekend of April 4-7
- Certified Pool Operator (CPO) Training is planned, to be carried out by a trainer from Washington State.
- A fund-raising event to benefit AWARE is being planned for September – probably a "Kid's Triathlon".

- The current round of Lifeguard Training classes are not attracting enough attendees – so staff will plan the next round of classes for evenings rather than weekends to see if that increases recruitment.

G. **Old Business**

- **Fee Schedule Committee –** At the February meeting -- due to the press of time for delivering the budget--the Board had not adequately reviewed the proposed new fee schedule. At the meeting, the Board adopted staff's fee recommendation and appointed a Committee of Mr. Williams, Ms. Monagle, Mr. Mertz, and Mr. Monahan to review the schedule to see if there could be potential adjustments while still complying with the budget requirements. Mr. Williams is to convene the Committee – Mr. Mertz will remind Mr. Williams when the latter returns to Juneau.

H. New Business

- **Board Member Terms**
    - At the February meeting it became apparent that most current Board members will not be transitioning to the newly authorized Board, which--under the new Ordinance--becomes effective July 1. Mr. Mertz pointed out that absent resignations in writing, members will remain on the Board until replaced by the Assembly. He asked each Board member to notify the Clerk of their intention. Since the new Board will be expanded from 7 to 9, Ms. Triem explained that the HR Committee determined that all current Board member terms will end June 30, and then the Assembly will appoint 3 members to 1-year terms, 3 to 2-year terms, and 3 to 3-year terms. Ms. Triem will confirm this with Mr. Edwardson since Ms. Watt's and Mr. Mertz's current terms don't end until 2020. Ms. Triem asked Board members who will be leaving the Board to try to identify a pool of potential replacements and send those names to Mr. Schaaf and Ms. Triem. The Clerk will advertise vacancies 30 days in advance (June 1.)

- **Planning Session Scheduled for March 26** –
    - **I**n January, Ms. Dorrier had distributed a possible agenda for an Annual Planning Meeting that was, at the time, scheduled for March 26. (See Attachment A). However, because of the anticipated turnover on the Board, it seems wiser to wait to do annual planning until the new Board is constituted. Ms. Dorrier proposed, and the Board agreed, that the March 26 meeting be cancelled. Mr. Mertz proposed, and the Board agreed, that the Board hold a single Board meeting each month through June, and let the Operations Committee meetings lapse until the new Board takes up the reins. Nonetheless, Ms. Dorrier noted that there are things this Board can do to ease the transition for the new Board. These include:
        - Draft an Annual Calendar of duties (Ms. Watt, Ms. Dorrier, Mr. Rutecki and staff)
        - Develop and establish a model or norm for Board minutes (Ms. Watt, staff, and the Board)
        - Develop lessons learned and suggestions to pass on to the new Board. (the Board)

      In addition, this Board should complete the following before the end of June:
        - Submit a 2019 Annual Report to the Assembly (Mr. Mertz and Ms. Watt to draft)
        - Complete review of fee schedule (Mr. Williams, Ms. Monagle, Mr. Mertz, Mr. Monahan, and Board)

I. **Board Comments and Standing Agenda Items:**

- **Board Comments –** None

- **Standing Agenda Items:**
  - *Usage Spreadsheet* (M. Mertz's document) – no discussion or action
  - *CIP process* – Mr. Rutecki and Mr. Schaaf noted that the CBJ Assembly Public Works Committee endorsed a $34.7 million CIP during its meeting Monday. Projects funded this year included 1.7 million for the Augustus Brown pool, which was given high priority. Mr. Mertz inquired as to what would be the Board input to the CIP process and the renovation. Mr. Monahan noted that staff is developing a survey for pool customers. Ms. Watt said she hoped the Board would also receive the survey. She noted that once the Board reorganizes after July 1 the new Board may create a Facilities Committee – which could be charged with tracking the project, and keeping the full Board informed.
  - *Consolidated To Do List* – no discussion or action.

J. Adjournment: the meeting was adjourned at 5:01pm**.**

K. Next Board Meetings: Board meetings are 4th Tuesday of each month at 4:00pm at Room 224, City Hall:

4/23/29 5/28/19 6/25/19

ATTACHMENT A

~Draft~

CBJ AQUATICS BOARD

ANNUAL PLANNING SESSION

MARCH 26, 2018

Goal is to develop a work plan to guide and focus the Aquatics Board's activities through June, 2020

DRAFT AGENDA/TOPICS

In advance:
Review of 2019 Ordinance
Review of Bylaws

Develop the work calendar to cover activities from April 2019 – June 2020

Define priorities for the Aquatics Board

Identify committee structure, or best way to accomplish the work
    What committees, responsibility of each committee, who, how often

How to foster a positive productive and professional relationship with Aquatics Mgr

Housekeeping:
Most effective way to handle minutes
Most effective and efficient way to develop and distribute agenda