

DRAFT MINUTES
CBJ AQUATICS BOARD
Tuesday, September 26, 2017
City Hall Room 224 – 4:00pm

A. **Call to Order** at 4:05pm by Board Vice Chair Tom Rutecki

B. **All Members Present:** Ritchie Dorrier, Joe Parrish, Pat Watt, Becky Monagle, Max Mertz (by phone), Charlie Williams (by phone).

All Liaisons Present: Debbie White – CBJ Assembly, Phil Loseby - Juneau School District

Staff Present: Kirk Duncan, Parks & Recreation Director

Guests Present: None.

C. **Agenda Changes** – Added review of document outlining options for future of board and talking point document under Committee Reports.

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

E. **Approval of Minutes:**

- Ms. Dorrier moved approval of the minutes of August 22, 2017. No objection. Approved.

F. **Director's Report** – Mr. Duncan.

- **Financial Report** – Discussed financial report for comparison of year over year revenues/expenses for this time period. Overall, the pool revenue is down \$2,823. This is not significant, however, we should be looking at increased revenues as a whole. For the expense side, there are some differences in FY18 as compared to FY17 which make it difficult to compare numbers between the two years. In the first pay period of FY18, a one-time payment to all full-time employees was issued in the amount of \$950. The amount was pro-rated for less than full-time personnel based on the hours worked in the previous fiscal year. Last year, this one-time payment was paid out in the fourth pay period. In the past, worker's comp was paid out throughout the fiscal year, however, it was decided by CBJ that it would be expensed at one time for the fiscal year. No true up will be completed at the end of the fiscal year based on payroll actuals. Other items to consider were an oil expense for AGB that was not paid at this time last year and the fact that the swim team haven't paid their fees yet. These are all timing issues, however, it is difficult to compare budget numbers from year to year with these changes. There was some discussion of whether a second set of books should be kept and how much of the reduction of revenues equated to the decrease in open hours at the AGB on the weekend. It was determined that AGB saw a decrease of approximately \$800 in revenues but saved approximately \$3,100 in payroll costs for the months of August and to this point in September. It was determined at this time that no change needed to occur to the reduction in hours as there needed to be more time to see what the effect would be. Ms. Dorrier brought up that the board may need to brainstorm ideas on how to generate more revenue which could be discussed at the next operations meeting.

- **Bulk Ticket Sales** – Discussion surrounding the bulk ticket sales occurred. The bulk tickets are ready to sell but not a lot have been sold. The board will discuss at the next operations meeting as part of the revenue discussion on how to best inform the public about this option.

G. **Old Business** –

- **ABP Jensen Yorba Lott study and 1% CIP vote of Assembly** – Discussion on the thoughts of the group as to whether the 1% CIP vote would pass next week. There is a group that is trying to shoot it down. The swim club will email its group and others to encourage support for this vote. Mr. Duncan hasn't heard of any issues surrounding this upcoming vote for Proposition 1.
- **Pool covers** - Mr. Duncan did not have any news on this subject. It has been almost a year that the study was completed that determined that AGB could save \$50k. The board identified last March what we needed but we are no closer to obtaining the product. The pools are losing their cost savings that was built into the budget for fiscal year 2018. Mr. Mertz will send an email to the engineering director asking for assistance. Ms. Watt felt the delay was unacceptable. Mr. Rutecki wondered if passage of Proposition 2 would possibly alleviate this situation regarding procurement regulations.
- **Empowered Board discussion** – Ms. Watt has not received final travel plans for Larry Parker's visit to Juneau. The board will meet at the Elgee, Rehfeld and Mertz first floor conference room on Monday, October 2 from 11:30 - 1:30. Mr. Rutecki confirmed that public notice was given. Mr. Mertz will forward the list of questions that Ms. Watt created so that the board could review for this meeting. Mr. Rutecki also requested that contract examples that Ms. Watt found also be forward for the board to review prior to this meeting.

H. **New Business** - No new business.

I. **Committee Reports** -

- **Governance Committee** – Ms. Watt stated that the board needs to communicate 1) its process, and then 2) its recommendation to both the Assembly and to swimmers. There was board discussion on the best way to communicate this information. The HR Committee, which would be the logical first Assembly forum, but it will not meet in October, which seems too late. Ms. Watt thought that one or two board members could meet with each Assembly member for the first discussion to lay the groundwork. The board needs to determine the best way to inform the public. Mr. Mertz wanted to ensure that each board member knew what to say if asked. The board confirmed it will not recommend the option of having the Aquatics board sunset and return the pool operations to Parks & Recreation, and the option of renewing the current semi-empowered board. The Board reviewed a draft “elevator speech” and talking points to ensure the messaging is clear
- **Operations Committee** - Mr. Mertz will work on an agenda with Mr. Duncan for the next operations committee meeting on October 17, 2017.

J. **Board Comments:** none

K. **With no additional business before the board, Mr. Rutecki adjourned at 5:40pm.**

Minutes submitted by B Monagle on 9/27/2017

Future Meeting Schedule.

10/3/17	11:30 - 1:30	Elgee, Rehfeld & Mertz conference room
10/17/17	4pm	Valley Library – Operations Committee
10/24/17	4pm	Room 224 – Regular Board Meeting
11/21/17	4pm	Valley Library - Operations Committee
11/28/17	4pm	Room 224 - Regular Board Meeting