

DRAFT MINUTES
AQUATIC BOARD
Tuesday, May 24, 2016
City & Borough of Juneau – Room 224 – 4:00 pm

- A. **Call to Order at 4:16pm** by Chair M. Mertz
- B. **Members Present:** Max Mertz, Tom Rutecki, Beth Weldon, Greg Williams, Ritchie Dorrier(phone), Joe Parrish (phone)
Members Absent: Pat Watt
Liaisons Present: Phil Loseby - Juneau School District
Liaisons Absent: Debbie White – CBJ Assembly
Staff Present: Julie Jackson- Aquatics Manager, Kirk Duncan - Director of Parks & Recreation
Guests Present: Gary Miller (arrived 4:34pm)
- C. **Agenda Changes –** Correction to Agenda – T. Rutecki requests correction to date from “April 21, 2016” to read “Tuesday, May 24, 2016”
- D. **Public Participation on Non-Agenda Items –** Guest Gary Miller Presented a request to re-evaluate the 48” minimum height requirement for a person to use the red slide at Dimond Park Aquatic Center. Aquatics Board Chair, M. Mertz referred the request to staff. Staff will do research and provide more information to Aquatics Board for the Operations Committee meeting on Tuesday, June 21st.
- E. **Approval of Minutes:**
- April 27, 2016 –
 - T. Rutecki - Spelling corrections of “Gaguine” under Section F) Director’s Report.
 - P. Loseby – Spelling correction of “Loesby” under Section B) Role call.
- With changes B. Weldon motions to approve, **Approved.***
- F. **Director’s Report –Kirk Duncan**
- **New Pass Sales/Revenue to date –** Presented reports of point of sale report through May 23, 2016 and Lawson reports through period 10. Discussion over the comparison of the numbers of each report and reconciling differences between reporting going forward. M. Mertz
 - **Radio Marketing Plan –** Spending FY16 funds - \$5,000 w/KINY for June/July and another \$6,000 allocated for KTOO. Julie and/or other staff will be voices of the pools. FY17 budgeted advertising is \$16,000.
 - Gaugine Foundation (addition to agenda) – Flyer and Registration form will be to P. Loseby by 5/25/16 and then available at pools, website, schools, available at upcoming events. Eligibility requirements outlined on form.
 - **DPAC Food Service –** M. Mertz, K. Duncan and J. Jackson met with representatives from Breeze Inn to discuss options on 5/20. Progress is being made to prep to concession area at DPAC for food sales. Discussion is ongoing.
 - **Rotary Day at the pools - July 9th –** J. Jackson provided general overview of the day’s schedule. Chair, M. Mertz advised Aquatics Board to mark their calendars.
- G. **Unfinished Business**
- Review & Updated Punch List - M. Mertz

- Review and update Punch List from 2015 – M. Mertz presented an updated list. Additions/Edits:
 - M. Mertz – recommended addition: monitoring the 1% CIP vote for 2017. Added to Operation and Marketing.
 - T. Rutecki – recommended addition: Increase the Learn-to-Swim Program with the Juneau School District addressing direct costs of transportation, etc. Added to Operations and Marketing.
 - B. Weldon – recommended additions:
 - Building Maintenance allocation – item determined settled. Not added.
 - Determine best accounting structure for Aquatics/Separate fund – item settled. Not added.
 - Review community complaints process – referred back to staff. Not added.
 - Evaluate energy at DPAC. Added to Operations and Marketing.
 - ABP deferred maintenance – Added as sub-point under “Monitoring 1%”.
 - K. Duncan – develop quarterly marketing program w/sub-bullet of develop radio advertising and special events.
- GSC Masters Proposal presented by T. Rutecki on behalf of sub-committee. Discussion followed.
Motion to approve by T. Rutecki. Motion passed. T. Rutecki will reach out to GSC Masters Rep

H. **New Business** – None

I. **Committee Reports:**

- **Board Development/Governance** –no report
- **Operations Committee** – No additional report

Next Operations Committee of the Whole will meet June 21st – 4pm at Augustus Brown Pool

J. **Board Comments:**

B. Weldon – would like to verify the location of 6/21 meeting. Confirmed location of Augustus Brown Pool.
 G. Williams – will not be re-applying for board seat at the end of the year.
 M. Mertz – Shared appreciation on behalf of board for Greg Williams service. Requests to confirm Aquatics Board presentation to Committee of the Whole date/time.

R. Dorrier, P. Loseby, J. Parrish, T. Rutecki – None

K. **With no additional business before the board, M. Mertz adjourned at 5:54pm.**

Proposed Next Operations (proposed) Committee Meetings: 3rd Tuesday of each month at 4:00pm at DPAC/Valley Location:

6/21/16	<u>Augustus Brown Pool</u>	7/19/16	Mendenhall Valley Library
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Proposed Next Standard Board Meetings: 4th Tuesday of each month at 4:00pm at City Hall/Downtown Location:

6/28/16	CBJ City Hall – room 224	7/26/16	CBJ City Hall – room 224
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Minutes respectfully submitted by J. Jackson on 5/24/2016

Public Sign-in Sheet

Aquatics Board Meeting

May 24, 2016

Sign-in Sheet

Print Name

Address

1. GARY MILLER 20135 COHEN DR JUVENAU 99801

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Gary Miller
20135 Cohen Dr.
Juneau, AK 99801-8211

Phone: 789-3757

Email: gmler.juneauak@gmail.com

The Diamond Park Aquatic Center has a rule that no one under the height of 48 inches is allowed to use the red slide (the longest one). My grandson has taken several swimming classes and can swim the length of the large pool but is only 47 inches high. A person who is 48 inches high but can't swim a single stroke can use the slide. The pool's rule is a person has to be 48 inches tall or greater to use the slide.

It seems to me that if a child can swim the length of the large pool that he/she should be allowed to use the red slide. When a person takes a swimming class and can swim the length of the large pool, the person should be given a "slide pass" indicating they can use the red slide. Below is a sample to show how it could be done.



This certifies that _____
First Name Last Name

has been tested and can swim the length of the large pool at the
Diamond Park Aquatic Center, unassisted, and can now use the red
slide.

Swimming Instructor: _____
First Name Last Name

Date: _____

Thorough Period 10

ABP	FY 15	FY 16	DPAC	FY 15	FY 16
Swim Fees	\$ 40,737	\$ 29,901	Swim Fees	\$ 127,003	\$ 140,335
Lessons	\$ 21,736	\$ 17,583	Lessons	\$ 34,356	\$ 31,715
Swim Team	\$ 30,710	\$ 12,582	Swim Team	\$ 27,681	\$ 23,232
Multi Visit Pass	\$ 19,285	\$ 20,913	Multi Visit Pass	\$ 27,774	\$ 49,451
Monthly Revenue	\$ 58,459	\$ 43,922	Monthly Revenue	\$ 9,356	\$ 21,971
Annual Revenue	\$ -	\$ 27,423	Annual Revenue	\$ 37,374	\$ 50,509
Vending	\$ 4,166	\$ 2,981	Vending	\$ 6,199	\$ 8,274
Minor Violations	\$ 1,065	\$ 1,135	Minor Violations		\$ 60
Merchandise Sales	\$ 849	\$ 1,439	Merchandise Sales	\$ 8,700	\$ 11,470
Facility Rental	\$ 10,043	\$ 12,869	Facility Rental	\$ 13,016	\$ 11,857
Misc. Sales			Misc. Sales	\$ 2,871	\$ 3,552
Locker Rental	\$ 2,237	\$ 1,785	Locker Rental	\$ 3,672	\$ 2,254
Cash Over/Short	\$ (27)	\$ (103)	Cash Over/Short	\$ (33)	\$ (28)
Total Revenue	\$ 189,260	\$ 172,430		\$ 297,969	\$ 354,652
Salaries	\$ 259,549	\$ 263,193	Salaries	\$ 389,867	\$ 461,258
Overtime	\$ 245	\$ 2,192	Overtime	\$ 6,294	\$ 9,201
Accrued Leave	\$ 23,484	\$ 26,746	Accrued Leave	\$ 17,099	\$ 7,752
Benefits	\$ 95,249	\$ 88,050	Benefits	\$ 160,177	\$ 159,081
Works Comp	\$ 7,500	\$ 7,500	Works Comp	\$ 9,750	\$ 9,750
Engineering Workforce	\$ 77		Engineering Workforce	\$ 693	\$ 143
Total Personnel Services	\$ 386,104	\$ 387,681	Total Personnel Services	\$ 583,880	\$ 647,185
Mileage	\$ 798	\$ 1,093	Mileage	\$ 655	\$ 814
Travel and Training	\$ 153	\$ 1,071	Travel and Training	\$ 418	\$ 3,210
Total Travel and Training	\$ 951	\$ 2,163	Total Travel and Training	\$ 1,073	\$ 4,024
Telephone	\$ 3,626	\$ 3,643	Telephone	\$ 4,460	\$ 4,422
Printing	\$ 274	\$ 362	Printing	\$ 471	\$ 1,339
Advertising	\$ -	\$ 2,222	Advertising	\$ 2,117	\$ 5,359
Electricity	\$ 29,026	\$ 28,925	Electricity	\$ 136,179	\$ 142,765
Fuel Oil and Propane	\$ 71,491	\$ 46,059	Fuel Oil and Propane		\$ -
Refuse Disposal	\$ 3,285	\$ 3,697	Refuse Disposal	\$ 4,646	\$ 5,165
Water Service	\$ 2,330	\$ 2,396	Water Service	\$ 4,047	\$ 4,955
Wastewater Service	\$ 8,221	\$ 8,634	Wastewater Service	\$ 14,279	\$ 17,855
Repairs		\$ 149	Repairs	\$ -	\$ -
Maintenance Contracts		\$ -	Maintenance Contracts	\$ 162	\$ 70
Building Maintenance Charges		\$ -	Building Maintenance Charges	\$ -	\$ -
Fleet Reserve	\$ 8,333	\$ 10,417	Fleet Reserve	\$ 12,500	\$ 12,500
Special Insurance	\$ 2,250	\$ 2,250	Special Insurance	\$ 10,750	\$ 10,750
General Liability	\$ 4,000	\$ 4,000	General Liability	\$ 5,250	\$ 5,250
Dues and Subscriptions	\$ 375	\$ -	Dues and Subscriptions	\$ 375	\$ -
Contractual Services	\$ 30,620	\$ 81,385	Contractual Services	\$ 1,319	\$ 30,246
Interdepartmental Charges	\$ -	\$ -	Interdepartmental Charges	\$ -	\$ -
CBJ Engineering	\$ -	\$ -	CBJ Engineering	\$ -	\$ -
Bank Card Fees	\$ 2,904	\$ 2,616	Bank Card Fees	\$ 4,865	\$ 6,136
Postage and Parcel Post	\$ -	\$ 881	Postage and Parcel Post	\$ 5	\$ 881
Total Services	\$ 166,734	\$ 197,636	Total Services	\$ 201,425	\$ 247,694
Office Supplies	\$ 1,653	\$ 2,166	Office Supplies	\$ 1,587	\$ 2,254
Inventory	\$ 522	\$ 644	Inventory	\$ 4,396	\$ 5,999
Uniforms and Safety Equipment	\$ 374	\$ -	Uniforms and Safety Equipment	\$ 818	\$ 1,007
Materials and Commodities	\$ 10,748	\$ 7,693	Materials and Commodities	\$ 19,042	\$ 14,479
Safety Programs and Equipment	\$ 790	\$ 653	Safety Programs and Equipment	\$ 1,983	\$ 3,210
Gasoline and Oil	\$ 4,932	\$ -	Gasoline and Oil	\$ -	\$ -
Chemicals	\$ 2,578	\$ 4,952	Chemicals	\$ 9,203	\$ 9,674
Minor Equipment	\$ 782	\$ -	Minor Equipment	\$ 2,209	\$ 297
Minor Fixtures		\$ -	Minor Fixtures	\$ -	\$ -
Minor Software		\$ -	Minor Software	\$ 17	\$ -
Total Commodities and Materials	\$ 22,379	\$ 16,108	Total Commodities and Materials	\$ 39,254	\$ 36,920
Total Expenses	\$ 576,169	\$ 603,588		\$ 825,631	\$ 935,824
General Fund Support	\$ (386,909)	\$ (431,158)		\$ (527,662)	\$ (581,172)
FY 16 Variance		\$ (44,249)			\$ (53,509)

Point of Sale Report May 23-2016
ABP FY 15

ABP FY 16

Account Name	Total Cash Payment	Total Check Payment	Total Card Payment	Total Cash, Check, Card
AGB 10 Visit Punch Pass	\$ 1,229.89	\$ 1,574.19	\$ 14,912.59	\$ 17,716.67
AGB Daily Pass	\$ 26,979.34	\$ 778.44	\$ 14,534.37	\$ 42,292.15
AGB Gift Card Sold	\$ 0.00	\$ 0.00	\$ 150.00	\$ 150.00
AGB Lessons/Programs	\$ 2,094.98	\$ 3,175.07	\$ 16,864.87	\$ 22,134.92
AGB Locker Rent	\$ 2,335.15	\$ 0.00	\$ 0.00	\$ 2,335.15
AGB Monthly Pass	\$ 1,927.51	\$ 7,534.84	\$ 43,286.10	\$ 52,748.45
AGB Pro Shop Sales	\$ 302.35	\$ 0.00	\$ 579.57	\$ 881.92
AGB Rentals	\$ 1,116.37	\$ 219.04	\$ 10,443.26	\$ 11,778.67
Customer Account	\$ 0.00	\$ 45.00	\$ 0.00	\$ 45.00
DPAC 10 Visit Punch	\$ 27.00	\$ 102.86	\$ 1,780.65	\$ 1,910.51
DPAC Annual Pass	\$ 720.51	\$ 765.17	\$ 3,130.01	\$ 4,615.69
DPAC Daily Pass	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
DPAC Pro Shop Sales	\$ 9.52	\$ 0.00	\$ 37.14	\$ 46.66
DPAC Programs/Lessons	\$ 0.00	\$ 19.05	\$ 108.00	\$ 127.05
DPAC Rentals	\$ 0.00	\$ 0.00	\$ 34.29	\$ 34.29
Expired Credit Account	\$ 0.00	\$ 15.75	\$ 0.25	\$ 16.00

ABP Sales	\$ 36,742.62	\$ 14,229.41	\$ 105,861.10	\$ 156,833.13
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DPAC FY 15

Account Name	Total Cash Payment	Total Check Payment	Total Card Payment	Total Cash, Check, Card
AGB 10 Visit Punch Pass	\$ 271.83	\$ 86.84	\$ 1,772.32	\$ 2,130.99
AGB Daily Pass	\$ 0.00	\$ 0.00	\$ 25.74	\$ 25.74
AGB Lessons/Programs	\$ 59.52	\$ 438.07	\$ 413.97	\$ 911.56
AGB Monthly Pass	\$ 165.07	\$ 358.74	\$ 5,491.85	\$ 6,015.66
Customer Account	\$ 0.00	\$ 108.00	-\$ 20.75	\$ 87.25
DPAC 10 Visit Punch	\$ 3,275.45	\$ 1,455.96	\$ 21,475.65	\$ 26,207.06
DPAC 3 Month Pass	\$ 473.16	\$ 511.75	\$ 3,837.31	\$ 4,822.22
DPAC Annual Pass	\$ 499.92	\$ 2,960.53	\$ 29,416.46	\$ 32,876.91
DPAC Birthday Party Packages	\$ 427.14	\$ 0.00	\$ 3,013.95	\$ 3,441.09
DPAC Daily Pass	\$ 65,628.79	\$ 9,738.26	\$ 55,517.56	\$ 130,884.61
DPAC Locker Rental	\$ 3,721.66	\$ 0.00	\$ 10.75	\$ 3,732.41
DPAC Monthly Pass	\$ 1,047.24	\$ 98.58	\$ 3,364.25	\$ 4,510.07
DPAC Pro Shop Sales	\$ 3,533.02	\$ 367.76	\$ 5,228.07	\$ 9,128.85
DPAC Programs/Lessons	\$ 1,937.24	\$ 6,332.27	\$ 28,259.52	\$ 36,529.03
DPAC Rentals	\$ 1,298.45	\$ 2,162.92	\$ 10,391.34	\$ 13,852.71
DPAC Vending	\$ 0.00	\$ 0.00	\$ 45.24	\$ 45.24
Expired Credit Account	\$ 0.00	\$ 11.00	\$ 0.00	\$ 11.00

DPAC Sales	\$ 82,338.49	\$ 24,630.68	\$ 168,243.23	\$ 275,212.40
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Total Sales		\$432,046
	Swim Team	\$30,711
	Swim Team	\$27,681
		\$490,438

Account Name	Total Cash Payment	Total Check Payment	Total Card Payment	Total Cash, Check, Card
AGB 10 Visit Punch Pass	\$ 1,070.39	\$ 663.15	\$ 9,579.83	\$ 11,313.37
AGB Annual Pass	\$ 525.07	\$ 916.72	\$ 9,741.73	\$ 11,183.52
AGB Daily Pass	\$ 15,986.20	\$ 704.53	\$ 11,596.77	\$ 28,287.50
AGB Gift Card Sold	\$ 0.00	\$ 178.00	\$ 412.00	\$ 590.00
AGB Lessons/Programs	\$ 967.49	\$ 1,978.56	\$ 11,767.54	\$ 14,713.59
AGB Locker Rent	\$ 1,576.98	\$ 10.75	\$ 58.25	\$ 1,645.98
AGB Monthly Pass	\$ 1,197.93	\$ 3,129.66	\$ 21,522.40	\$ 25,849.99
AGB Pro Shop Sales	\$ 464.01	\$ 27.38	\$ 794.48	\$ 1,285.87
AGB Rentals	\$ 528.92	\$ 1,317.57	\$ 9,761.22	\$ 11,607.71
Customer Account	\$ 0.00	\$ 65.50	\$ 119.88	\$ 185.38
DPAC 10 Visit Punch	\$ 152.39	\$ 126.78	\$ 2,796.60	\$ 3,075.77
DPAC 3 Month Pass	\$ 0.00	\$ 0.00	\$ 317.58	\$ 317.58
DPAC Annual Pass	\$ 627.12	\$ 1,726.72	\$ 16,137.67	\$ 18,491.51
DPAC Daily Pass	\$ 0.00	\$ 7,645.50	\$ 0.00	\$ 7,645.50
DPAC Monthly Pass	\$ 647.92	\$ 260.22	\$ 3,359.93	\$ 4,268.07
DPAC Pro Shop Sales	\$ 49.76	\$ 0.00	\$ 14.29	\$ 64.05
DPAC Programs/Lessons	\$ 59.52	\$ 54.00	\$ 0.00	\$ 113.52

	\$ 23,853.70	\$ 18,805.04	\$ 97,980.17	\$ 140,638.91
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DPAC FY 16

Account Name	Total Cash Payment	Total Check Payment	Total Card Payment	Total Cash, Check, Card
AGB 10 Visit Punch Pass	\$ 707.53	\$ 295.36	\$ 7,741.03	\$ 8,743.92
AGB Annual Pass	\$ 583.01	\$ 796.00	\$ 14,437.54	\$ 15,816.55
AGB Lessons/Programs	\$ 272.70	\$ 1,240.41	\$ 5,044.85	\$ 6,557.96
AGB Monthly Pass	\$ 1,783.32	\$ 1,265.65	\$ 15,252.15	\$ 18,301.12
Customer Account	\$ 0.00	\$ 5.25	\$ 133.20	\$ 138.45
DPAC 10 Visit Punch	\$ 2,412.62	\$ 1,109.89	\$ 41,576.52	\$ 45,099.03
DPAC 3 Month Pass	\$ 198.29	\$ 502.47	\$ 3,797.52	\$ 4,498.28
DPAC Annual Pass	\$ 960.10	\$ 2,473.28	\$ 27,524.85	\$ 30,958.23
DPAC Birthday Party Packages	\$ 142.38	\$ 142.38	\$ 3,409.82	\$ 3,694.58
DPAC Daily Pass	\$ 69,839.84	\$ 1,100.00	\$ 66,200.54	\$ 137,140.38
DPAC Gift Card Sold	\$ 5.25	\$ 0.00	\$ 49.50	\$ 54.75
DPAC Locker Rental	\$ 2,302.85	\$ 1.00	\$ 2.25	\$ 2,306.10
DPAC Monthly Pass	\$ 1,815.32	\$ 431.20	\$ 9,009.93	\$ 11,256.45
DPAC Pro Shop Sales	\$ 4,274.86	\$ 547.15	\$ 6,327.93	\$ 11,149.94
DPAC Programs/Lessons	\$ 2,005.06	\$ 5,178.98	\$ 20,947.00	\$ 28,131.04
DPAC Rentals	\$ 267.83	\$ 1,653.43	\$ 9,137.46	\$ 11,058.72

\$ 87,570.96 \$ 16,742.45 \$ 230,592.09 \$ 334,905.50

E-Trak Sales	
from 4-20-16	
\$15,176.64	\$ 26,490.01
	\$ 11,183.52
	\$ 28,287.50
	\$ 590.00
	\$ 14,713.59
\$485.44	\$ 2,131.42
	\$ 25,849.99
\$1,013.90 faciity rental	\$ 2,299.77
	\$ 11,607.71
	\$ 185.38
	\$ 3,075.77
	\$ 317.58
\$6,061.80	\$ 24,553.31
\$3,074.24	\$ 10,719.74
\$1,978.93	\$ 6,247.00
\$38.33	\$ 102.38
\$82.41	\$ 195.93
	\$ 0.00
\$27,911.69	\$ 168,550.60

		\$ 8,743.92
		\$ 15,816.55
\$1,561.92		\$ 8,119.88
		\$ 18,301.12
		\$ 138.45
\$15,171.84		\$ 60,270.87
		\$ 4,498.28
\$6,061.37		\$ 37,019.60
		\$ 3,694.58
\$1,148.63	faciity rental	\$ 1,148.63
\$6,831.92		\$ 143,972.30
		\$ 54.75
		\$ 2,306.10
\$1,991.60		\$ 13,248.05
\$1,021.99		\$ 12,171.93
		\$ 28,131.04
		\$ 11,058.72
		\$ 0.00
\$33,789.27		\$ 368,694.77
\$61,700.96		\$537,245
	Swim Team	\$13,840
	Swim Team	\$25,559
		\$576,644

CBJ Aquatics Board Masters Swimming Proposal

05/17/16

On 4/29/16 the Masters Subcommittee of the City and Borough of Juneau (CBJ) Empowered Aquatics Board met to discuss pricing for the Glacier Swim Club (GSC) Masters Swimming group. Present were: Tom Rutecki (Aquatics Board member), Chris Krenz (Masters Swimming rep), Ritchie Dorrier (Aquatics Board), Julie Jackson (CBJ Aquatics Mgr), Kirk Duncan (CBJ Parks and Rec Director).

Current pricing for Masters Swimming is such that GSC projects they will incur about a \$5,000 loss for fiscal year 2016. Pricing is based upon a complicated formula that means Masters swimmers each pay significantly more than other similar user groups. GSC has indicated they can no longer subsidize the Masters program, and if there is no action taken they may have to discontinue the program all together.

The committee proposes changes to the price structure, **beginning July 1**. We propose that Masters swimmers will purchase pool passes at the regular user rates, and that they will arrange their own agreement with GSC for coaching. We propose that during April-May of 2017 that representatives from CBJ, the Masters program and the Aquatics Board meet again to evaluate the proposed changes.

This change would mean a possible decrease in revenue for the CBJ Aquatics facilities of \$14,500 in the fiscal year. However that loss could be offset by the development of new pool users. It was agreed that Julie and Chris will develop some benchmark measurements in order for us to quantify areas of success.