

**MINUTES**  
**AQUATIC BOARD**  
**Wednesday, November 4, 2015**  
**City & Borough of Juneau – Assembly Chambers – 5:15pm**

- A. **Call to Order at 5:15pm** by Chair M. Mertz
- B. **Members Present:** Ritchie Dorrier, Tom Rutecki, Joe Parrish, Pat Watt, Beth Weldon, Greg Williams, Max Mertz  
**Members Absent:** None  
**Staff Present:** Kirk Duncan (Director of Parks & Recreation), Julie Jackson (Aquatics Manager)  
**Guests Present:** None
- C. **Agenda Changes –** None
- D. **Public Participation on Non-Agenda Items** - None
- E. **Approval of Minutes:**
- Tuesday, September 22, 2015. Motion to approve by T. Rutecki, **Approved.**
  - Sunday, October 18, 2015. Motion to approve by T. Rutecki, **Approved.**
  - Discussion regarding supplementary/proposed documents and posting packets on web. Going forward all accompanying documents will be posted with Agenda/Minutes.
- F. **Roberts Rules of Order Discussion.**
- G. **Director's Report –** Kirk Duncan
- Staffing update – Situation has improved. Active recruiting methods and additional trainings have attracted increased qualified lifeguard candidates.
  - Vending Machines & Letter from Maureen Hall (attached)
    - o Discussion
  - B. Weldon – Requested update on DPAC temperatures. J. Jackson shared update of the ongoing work to balance air/water temperatures.
  - M. Mertz – inquired regarding latest bid on AHU1.
- H. **Unfinished Business - none**
- I. **New Business – none**
- J. **Committee Reports:**
- a. **Board Development/Governance –** P. Watt – met on 11/3/15 @ DPAC. Re-cap of 10/18/15 Retreat.
    - o Discussed Assembly Liaison. Committee recommends holding off, but refers to Board for decision.
    - o Discussed School District Liaison. P. Watt emailed Kristin Bartlett inquiring for a meeting.
    - o Provided a skills inventory assessment for Board Members.
    - o Discussed Aquatic Board bylaws, approved by CBJ Law dept.
    - o Shared Robert's Rules of Order. Rutecki shared recommendation of Board Training facilitated by CBJ Clerk's Office.
    - o **Preferred email:** M. Mertz – work email, B. Welden – home email, R. Dorrier – Juneau.org, G. Williams – Juneau.org/both, J. Parish – Juneau.org, T. Rutecki – both

***Governance Committee will meet - TBD.***

- b. **Finance** – M. Mertz – no formal meeting for Finance committee since 10/18/15 retreat. Max and Kirk met with folks in the community (local media, business owners) Juneau Empire to discuss upcoming pricing and have received positive feedback.
  - o Discussion on new rates. Members recommended for Adult Day Rate to be in 7.00 to 7.50 range. Rutecki recommended end rates to be rounded to \$ 0.25.
  - o **Motion: to adopt rates while giving staff authority to make small changes to best implement rates. Any significant questions to come back to the board. R. Dorrier Moved. Motion passed new rate structure approved.**
  - o Board Chair will attend Committee of the Whole on 11/23/15 to present Aquatics Board update.

***Finance Committee will meet next on Wednesday, November 18, 2015 at 4:00pm in Event Rooms at Dimond Park Aquatic Center.***

- c. **Marketing** – G. Williams -
  - o **Suggests any redistribution of operations committee members from Operations Committee.**
  - o **Recap of members and committees –**
    - Governance: Dorrier, Parrish, Mertz, Welden, Watt
    - Finance – Mertz, Watt, Rutecki, Welden – Add: Williams
    - Marketing – Williams, Rutecki, Welden, Parrish – Add: Dorrier as Co-Chair
  - o Board discussion regarding roll out plan of new pricing structure. Following discussion, referred to Marketing Committee to meet prior to next Finance committee.

***Next Marketing Committee meeting scheduled November 17<sup>th</sup> – 4pm at Dimond Park Aquatic Center***

**K. Board Comments**

R. Dorrier – None

T. Rutecki – At retreat, volunteered to contact other municipalities regarding cost-recovery. Shared report example from city of Missoula. Found difficulty gathering cost-recovery information from cities difficult – little knowledge/information from aquatics staff.

J. Parrish – Noted board strategic goals for 2016. Asked K. Duncan to re-share 4 Goals K.D. shared at previous finance committee: Increase participation, increase revenue, increase cost-recovery, increase youth engagement. T. Rutecki requested Kirk re-send to Board.

G. Williams - None

P. Watt - None

B. Weldon - None

M. Mertz – Is heading to Anchorage to referee the state high school meet. Juneau missed the mark on some things in 2013. He is working with a planning group and looks forward to Juneau holding the Alaska High School State Meet in 2016. Shared positive feedback regarding pool staff and operations in past few months.

**L. With no additional business before the board, M. Mertz adjourned at 6:47pm.**

Proposed Next Board Meetings: 3<sup>rd</sup> Tuesday of each month at 5:00pm:

12/15/15

CBJ Assembly Chambers

1/19/16

CBJ Assembly Chambers

Minutes respectfully submitted by J. Jackson on 12/14/2015