

**Aquatic Board Meeting
Thursday, July 9, 2015
5:30 p.m. Assembly Chambers**

**MINUTES
(First meeting of Board)**

Call to Order: Kirk Duncan, P&R Director called the meeting to order at 5:30 p.m.

Members Present: Joe Parrish, Tom Rutecki, Pat Watt, Beth Weldon, Gregory Williams, and Ritchie Dorrier (telephonic);

Member absent: Beth Weldon;

Staff Present: Kirk Duncan, P&R Director;

Guests: Merrill Sanford, Mayor; Kim Kiefer, City Manager; and Amy Mead, CBJ Attorney.

A quorum was present.

Agenda changes, none offered.

Appointment of Acting Chairperson: Mr. Rutecki nominated Max Mertz as Chairperson. No objection, Motion approved.

Public Participation of None Agenda Items - none

Mayor's Comments – Merrill Sanford: You have been appointed to run the swimming pools and do the things that make them better than what they were in the past. The things that you do, that you look at, take seriously. Staff needs to take your ideas seriously. Staff needs to come back to you and give you recommendations whether you can do those things or not. You will have Law and Mr. Duncan and his staff that will work with you. Mr. Duncan is committed to making this work and help you be a sound board and commission – that is what I expect from you. If there is any problem at all I expect the board member to get let me or an Assembly person know before it gets out of hand. We need to know up front that things aren't working well. If you want to see the City Manager you are free to do that. You are free to make recommendations to Mr. Duncan. He will take them and look at them, and evaluate them and come back to you and tell you whether they are viable or not. Not all the time will you be on the same track, because Mr. Duncan and his staff know a bit about running pools too. Keep in mind, I am sure you all are going to, the safety requirements that we need to keep us safe, pools safe for our public. I don't want us to get into the same trouble we were in a year or so ago. I don't expect it to happen. I have a really good feeling about this whole thing; I know you are going to work well together. There were [past] problems that do not have to be repeated. There is enough respect here from staff to you, from you to staff to make this work and be a good, sound board and a good example for the rest of our commissions, as far as looking at different ways -- I'm not going to say you can get to 100% operational funding or not, that is up to you to play with and get to – maybe you can come up with a magic thing that none of the rest of us have thought about. As long as you keep doing better than what we have been doing in

the past that is what I expect. I am sure the City Manager feels the same way. That is all I have. If you have any questions, you are more than welcome to.
Discussion regarding School District Liaison.

City Manager Comments – Kim Kiefer: I want to thank you for your willingness to serve on this committee. There is a lot of work to be done. I appreciate the work that has been done to get us to this point. I am here to support Kirk Duncan and you in any way possible to move this forward. To have our facilities more utilized. As the Mayor said, look at the cost recovery and look at all those pieces. Anything I can do to help you. I will expect to hear from Kirk and if you want to talk to me directly, please do so. Welcome and thank you for your commitment to the community.

Law Department Comments – Amy Mead: I want to cover what I would normally cover and also what the city clerk would normally cover, since she is not here today. You are an enterprise or empowered board. Empowered boards are created by CBJ charter and you are governed by your enabling legislation: your ordinance and Title 67, I think you all have a copy of that. The difference between an empowered board, which you are, and an advisory board, is you can take action on behalf of the CBJ; you can bind the CBJ, as long as you do so in context and scope within your authority. Advisory boards cannot do that. It is very important that you become very familiar with your enabling legislation because it does outline the scope of your authority. It tells you what you are and what you can do as an empowered board and how you can bind the city.

In addition to your enabling legislation there are some other code provisions and state law that will govern your business, for example, the procurement code dictates how services and things are purchased for the City. You might make a decision about buying something or contracting with someone that either can't happen exactly the way you outlined or there is a process that seems bureaucratic or cumbersome, and that is because there is a code section that applies to how we do that. There is a conflict of interest code (which I will talk about in a minute). 01-60 which you will want to look at, that governs how regulations are adopted and your enabling legislation does give you the power to adopt rules and regulations. There are also two state laws that are very important for your purposes: the *Open Meetings Act* and the *Public Record Act*.

I thought about what you need to accomplish in these first couple of meetings. This is what Beth [Deputy City Clerk] would have covered if she had been here. You have elected an interim Chair, perhaps would be your permanent chair. You do need to adopt a chair and vice chair that is required by your code sections. You are going to want to consider adopting rules of procedure or decide to follow the Assembly Rules of Procedure for the purpose of organizing your business. And why that is important is because if you default to Roberts Rules of Order, that can be a little cumbersome. We default to that where a rule is silent but the Assembly Rules of Procedure does streamline the process a little. For example, seconds are not required. If someone makes a motion a second is not required. It also streamlines the process for motions for reconsideration. Under Roberts Rules only someone on the prevailing side of the vote can make a motion for reconsideration, under the Assembly Rules anyone can. You can adopt your own; you can use the Assembly's, or another enterprise board's, that is up to you. You are going to want to designate the time and place for your monthly meetings. You are required to hold a monthly meeting and you want to think about scheduling that so that if you get a School Board Liaison it doesn't conflict with their schedules and if you get an Assembly liaison that schedule doesn't conflict with Assembly standing regular schedule. Another enterprise board is having that conflict right now and their Assembly liaison can't attend their meetings. You

are going to want to consider establishing subcommittees. The ordinance talks about an Executive Committee but I think Mr. Duncan has some suggestions for some different standing committees you might want to appoint. Adopting subcommittees and doing those things would be a reason for your own tailored Rules of Procedure so you can outline what that looks like and the number of members that are going to be on it, etc. You are a seven member board, four is your quorum. If you have a meeting with less than four, you do not have a quorum, and the only business that can be taken up is rescheduling the meeting. The School Board member is not counted for the purposes of your quorum. Every year I give Board Training.

Mr. Mertz: so if I appoint a committee of three what is the *Open Meetings Act* impact – could we email each other?

Ms. Mead: Email each other is fine. If it is two members, that is fine. The subcommittee issue is a tricky one because you are an empowered board. Can I get back to you about that? Whether or not the subcommittee is considered a separate entity for the purposes of the Open Meeting Act is not clear to me. I want to be sure I answer in consistently.

Ms. Watt: Mr. Chairman, just one clarification, I used to be a parliamentarian and Roberts Rules has simplified rules for smaller boards of less than 10, no second is required.

Ms. Mead: We haven't adopted those. *Conflict of Interest* Code 01-45, I will really brief about this. You are a municipal officer as defined by our code. Basically, you may not use or attempt to use your position to gain a benefit or get a contract, or make money, or use CBJ time or equipment for your own personal benefit. It is logical but I have to say it anyway. If you have a conflict as defined by code you may not participate in the consideration of that issue. You do not have to excuse yourself from the room, but you may not deliberate or vote or discuss that issue. You must disclose the conflict in public and ask the Chair to be excused. Having a conflict and disclosing a conflict is a matter of law. It has nothing to do with your conduct or your motivation. Sometimes I have come across people being uncomfortable saying that in public, but it is a function of whether or not you have business, personal or financial dealings with what is being discussed. The personal and financial interest is defined as "any involvement or ownership of an interest in a business, property, professional or private relationship from which you have received compensation or expect to receive compensation within the preceding three years." Something you are receiving money from now, you expect to in the future, or you have within the preceding 3 years. It includes members of your immediate family, as defined as your spouse, your minor children, dependents or regular persons of your household. If you have a child over the age of 18 and doesn't live with you, but lives in your spare bedroom for most of the time, that would count for purposes of your immediate family. The personal interest is "any interest other than financial interest and includes any material exchange, in the form of a promise, a service, a privilege." You are deemed to have a personal interest in the affairs of any person other than a not for profit organization if you owe a fiduciary duty to that other person." So there is an exception if you, for example, serve on the board of a non-profit even though you have a fiduciary duty to that non-profit, it does not trigger our *Conflict* code. These are actual conflicts, not perceived conflicts. If we kicked people off of boards, or from deliberating issues because of perceived conflicts, nothing would ever get done because we are a very small community. If you think you have a conflict of interest, get advice – that is one of the reasons why I exist. You are welcome to call me and by relying on my advice, it insulates you from personal liability, and vice-versa. Any questions about conflict?

Open Meetings Act – your meetings are public as a matter of law. A meeting is more than three (3) or a majority, which is four (4). Serial communication via email is considered a meeting. So if you are discussing a substantive matter via email and you hit “reply all” instead of replying just to your chair, that is a meeting and it is a violation of the *Open Meetings Act*. Actions that are taken in conflict with the *Open Meetings Act* are voidable, so it would subject CBJ to litigation – it is something to try to avoid doing. There are exceptions for hearing matters as an Executive Session. Those don’t come up very often for enterprise boards. If there is ever a question about something you want to put on the Agenda, or you are considering whether or not something you can consider in Executive Session, just call.

Public Records Act – says “any document held by the municipality is a public record.” It is interpreted extremely broadly in Alaska and the bias is in favor of disclosure. What that means is that all records generated by this entity, received by this entity, they are public records. That includes your email that includes if you are drafting things, are in your personal computing devices, become part of something that is adopted here, all of those are public records. We are moving to having a CBJ a Juneau.org address for all board members for the purposes of making this easier. Just know that if you do use a personal computing device, a smart phone, whatever, for the purpose of received Board email, on the off chance that we receive a public record request for a matter that you talked about on your email, on your personal computing device, we would have to turn it over – we would have to turn the email over. There have been cases where municipalities had to turn over the whole phone over to the judge so the judge could look through because there was a dispute about whether the whole record had been turned over – so it is really better not to do it. I would give you a pointer; I use it all the time – if you need to text someone about something because there is something you want them to know right away – in your text say: go look at your email. Then send the info to their email – they can look right away, but you aren’t creating a public record on your smart phone.

Ms. Watt: What about deleting emails?

Ms. Mead: It would be a non-issue once you get your Juneau.org email address because we will retain them here and you don’t have to worry about that.

Mr. Rutecki: Just a clarification – it is my understanding that 3 is not a violation of the *Open Meetings Act*.

Mr. Williams: I have a question about these committees. I see these as working committees and I did not know to what degree these have to be public to do routine things.

Mr. Mertz: The difference between Rules and Regulations and Bylaws – is that one and the same?

Ms. Mead: It is considered interchangeable – we have enterprise boards that have Bylaws, like the Hospital Board has Bylaws, the Planning Commission has their own Rules of Procedure. Both of their enabling legislation talks about Bylaws and Rules, yours is silent, so you can call them what you want.

Mr. Mertz: I am curious functionally, if you have any counsel on that, on whether we should or not?

Ms. Mead: I think that if the plan is to appoint committees, it is easier to do that. You can pull a lot of it from the Assembly’s Rules of Procedure, but there are things that are going to be specific to you

and you are going to address and yours could be a lot shorter. You are going to name your committees in there if you are going to have formal subcommittees. That is something that my office can help with.

Mr. Rutecki: What about adhoc committees, do they need to be in the Bylaws or Regs?

Ms. Mead: No, an adhoc committee doesn't.

They way that the rule defines a governmental body, their meetings must be open. It defines as "the members of a subcommittee or other subordinate unit of government if the subordinate unit consists of two or more members". So your subcommittees if they have more than two members are considered a government body because the subcommittee is empowered to make recommendations to the full board. So you have your subcommittee looking at a particular issue, your fees, and the subcommittee would bring that information back to the board. For the purpose of the *Open Meeting Act* you analyze that subcommittee's work, akin to an advisory board. And with respect to advisory boards, the *Open Meeting Act* kicks in if it is a pre-arranged meeting and the subject of which is being discussed is within the scope of that board's authority. The difference is if four of you came upon each other at Heritage that is a violation of the *Open Meeting Act* if you talk about board business, not if you are talking about coffee. If three or two of you are on a subcommittee and you prearrange a time to meet, that is a meeting that has to be notice. If you just meet up somewhere and not prearranged, it doesn't have to be noticed.

Discussion.

Ms. Mead: The only other piece of your enabling legislation to look at is the vacancy. The ordinance dictates when you are no longer a board member because you have failed to be present. You want to look at that.

Election of officers – Mr. Duncan: I look at this meeting as an opportunity to set ground rules. There is no great urgency to elect officers, and we are meeting in two weeks and we can elect officers then. It is good to get the ball rolling before people make commitments.

Mr. Mertz: We elect a chair and a vice-chair, but not a secretary?

Ms. Mead: You have to elect a chair and vice-chair and any other officers you can decide.

Mr. Mertz: This will be postponed until the next meeting.

Mr. Duncan: We are recording this meeting; it will be transcribed by staff in the office. We have been doing that for the PRAC and it is working. There may be a point in time where we need a staff person here, but at this time it is a way to balance workload in the office. We are recording and you will get minutes.

Ms. Watt: Approximately about how long after the meeting will we get the minutes, because it is always easier to read them when I can still remember what happened?

Mr. Duncan: You can dictate that. I often see Fran working on the PRAC minutes three days before the meeting. If there is a particular desire, tell me and will make arrangements.

Committees – Mr. Mertz: There are three, Operations, Marketing, and Finance committees are self explanatory. Any specific tasks?

Mr. Duncan: I think these committees will be an opportunity for board members to get in to the meat and potatoes a bit. As an example: we have an issue at Dimond Park Aquatic Center, we increased the temperature at the leisure pool from 86 degrees to 88 degrees – that works fine until we hit zero temperature, then we have to reduce the temperature of the leisure pool. We have to figure that part out. It would be good if a couple of board members would want to weigh in to that issue. There is a school of thought just reduce the pool temperature. You would have input into that. Staff will come with a pricing plan, but it will be very detailed and rather than have the entire board get in to that detail, it seems like a couple of members who have particular interest in that would be looking at that. I see these committees as being able to move us forward faster.

Ms. Watt: I would strongly recommend the board decide it would have a written charge or job description for each committee so that the committees don't trip over each other.

Mr. Duncan: I did not anticipate people would sign up for committees tonight; this is just for letting you see and give you a couple of weeks to mull this over before you sign up.

Discussion

Ms. Dorrier: I feel like it is so new, I don't know what the issues are, what the needs are. It is such a new concept that I feel that identifying roles and missions of the committees - we have work to do before we get to that point.

Mr. Mertz: We have a lot of issues that would fall under finance, marketing. Let's kick this around and think about the idea of defining what that means. Mr. Duncan can bring bullet points that would fall under those committees - list those things out as a starting point.

Mr. Duncan: We are going to take up some ideas about what we want to implement. We have some staffing issues, trying to find the right programs to get the right people to get lifeguards. We have to have continuous lifeguard training going – that is the operations committee. You are going to come up with different ways to recruit employees. We want your input to solve those problems.

Mr. Mertz: So it is ok if we hold tight and Kirk and I will work on bullet points and come back next time?

Mr. Rutecki: Committees are a good idea, but I don't think it would be good if everything has to go through a committee. We get an issue, ok we have to take it committee and then to the board. In the way we set this up, for example: discussion about Alaska Club wants to get involved. I was hoping next meeting we could get someone in to see the Board. But having to go through the Finance Committee or Marketing Committee – could we get this streamlined so it doesn't get bogged down?

Mr. Williams: I would like to see this Board operate efficiently as possible with the least amount of bureaucracy.

Hiring aquatics manager – Mr. Duncan: We have four candidates for the Aquatics Manager position. I do not know how many meet minimum qualifications. I can't look at the applications until the period is over [closed today] and I hand in a certain amount of information. Let's say we have

qualified candidates, what I would like to ask for is two members of the board to be involved in the hiring process. I will have some staff involved. I think it will be beneficial if board members would be involved. That will take place next week; I want to hire an Aquatics Manager as soon as possible.

Mr. Mertz: Joe Parish and Greg Williams volunteer.

Ms. Mead: Since there are two members, it will have to be an open meeting.

Discussion

What does success look like? – Mr. Duncan: We certainly aren't going to answer that question tonight. At some point, as we evolve we are going to want to know what does success look like, I think it is a combination of finances and participation. I leave it broadly worded. The Assembly is asking the same question.

Ms. Watt: I didn't know what the Mayor was referring to, but I would say success also means harmonious relationship with you and the City Manager.

Mr. Duncan: There are a lot of components of success and I think it is important that we are on the same page. If some board members think success is one thing, and other board members think it is something else, and I think it is something else – probably not a recipe for success.

Mr. Williams: When you define success for an organization, you have a vision of what the organization's goals are. I'm not sure we have that. I know its not really strategic planning, but I wonder if we wouldn't be well served by a longer session on a weekend, or sometime to sit down and go through and talk about broad range issues at a longer meeting and talk about this notion of vision. Interact with Staff, get key folks there and the new Aquatics Manager and talk about use, dollars, interactions with public and staff. Where we want to see the pools going and have some sort of basis for a framework.

Mr. Parrish: I agree; I am curious if there is a staff person, or someone that could facilitate something like that. I am the neophyte and I would love to get grounded, what works, what could get better, where we were in the past; figure out a mission, a vision, what our goals are – I have feet planted firmly in the air and I would love to see a session like that. I am not overly into process but I could benefit from a facilitated meeting where we look at where we have been, lessons learned, where we want to go and come up with a vision, mission and some goals.

Mr. Williams: I also want to include in that Tom's reflection on the history of the Advisory Board what they dealt with in the time they existed, and what issues have gone on historically, and I would like to have a good run down on the whole operation as it exists and has existed for some period of time. Fiscally we need to look at least five years prior to creation of Dimond Park. We have 90 thousand people coming at one time or another, but did we have only 50 before Dimond Park? I need more background.

Mr. Mertz: Thank you, those are all good comments. I am hearing Saturday kind of retreat format. August – September timeframe?

Mr. Rutecki: Mr. Mertz is well qualified of the last six years of a real rollercoaster with the pools. Under some of the administrations things worked really well, and then they went really not so well.

Between Mr. Mertz and myself we can brief everyone on things that worked and didn't work. I am sure the City Manager was very involved in what has been going on at the pools in the last 6-7 years.

Ms. Watt: I endorse the idea of taking a day to sort of get everyone thoroughly oriented and on the same page and part of that would be consultant's work, information that Tom and Max have is great, and what Kirk has learned since being on the job. If it would be any help I have done a fair amount of facilitation and I would be happy to help develop an agenda.

Mr. Mertz: Greg you talked about the Advisory Board, I have got that down under Board Comments, I would like to come back to that because I think that might be two separate issues and I want us to talk about it. Why don't we think about, in general terms right now, the idea of getting together on a retreat? Coming up with an agenda and think about who could facilitate and/or present at that maybe August/September timeframe.

Financial review – Mr. Duncan: This [handout] is extremely high level and we can get into lots of details. I want to point out actual revenue in 2014 was \$571,000 and a drop in 2015 to \$558,000. Total expenses were \$1.9M and this year is \$1.6M. This is for both pools combined. Another thing I want to point out – we were budgeted to have an operating deficit, or draw from general fund, of \$1.6M and we actually drew \$1.1M. What that means is that we are not in a financial crisis. It's not like we have to cut costs, in fact we have cut costs too much. There had been times at Dimond Park when the hot-tub hasn't been open because we haven't had any staff, and the explanation has always been, well we don't have any money for staffing. It's a philosophy that we have had at CBJ in the past, just don't spend any money. What we are trying to do now is use our money wisely. We aren't going to go out and spend money we don't need to spend, but we do have \$400,000 in staffing that we didn't spend and we are going to look at how to spend money wisely. Another thing we will be looking at, we pay our lifeguards \$16.64 an hour. Probably a beginning lifeguard we can offer a 3-tier where a beginning lifeguard comes in at \$14 an hour and then after they get time in or skill set, however we define the criteria, they can move up to \$15 an hour. I am not looking to go out and give everyone raises and use that money, but this is something the operations committee could look at – what is a reasonable rate for a first time job for a lot of kids. We will also be looking at full time benefitted employees that we employ and we have a lot of part time people. The operations committee can look at how to balance part-time people, who are a lot less expensive because we aren't paying retirement and medical. That is all I want to say about finances, we are not in a crisis situation. We want to spend money wisely.

Mr. Mertz: A couple of observations to get the budget juices flowing because I think there is a lot of issues here we need to deal with – one is what expenses are included in your expense line? Personnel and other expenses – does that include building management? Allocation? So what we have the direct expenses of operating the pools. Building maintenance for the pools is performed by CBJ Building Maintenance Department and it is off books for purposes of this. We know when the pools are closed for a week and building maintenance comes in and works on that, there is a significant amount human effort, time, costs goes in to that. Those costs are not here. It intersects with the operating of the pools because - how much are we going to expect the pool staff to do for example versus building maintenance staff to do – what are the job definitions. Those are things that are potentially on the table. One question might be do we want to see what building maintenance is – because that is a cost to the city and we should be aware of. The other issue the cost allocation, CBJ has full cost allocation, for example payroll – done centrally by the city. They

identify and allocate payroll based on the number of payroll transaction each function has. Then they take the pool costs and allocate them, the financial department goes through a deliberate process, but not everything gets “costs”. Parks and Rec gets costs.

Mr. Duncan: Centennial Hall does.

Mr. Mertz: Eaglecrest gets an allocation for his costs, about \$224,000. So there would be some measure that would be included, some amount, to make sense. Bears evaluation and discussion by this board, potentially looking at those costs and decide if we want to have those costs charged to the pools. It drives down cost recovery the more we include. As it relates to the efficiencies and how well those pools run, both speak to that.

Mr. Williams: We have a problem fixing the locks in the dressing rooms at Dimond Park. Is that a city maintenance problem? Cost? Or is that an operational cost?

Mr. Duncan: it depends. The locker manufacture is out of business, so it's parts. Whether our people install them or whether building maintenance installed them, it is just getting the parts. That is one of the things we have to look at – operations committee what are we going to do? Are we going to try to retrofit with padlocks? That is what we will have to look at. This year we are repairing the locker rooms at AB, comes out of capital improvement budget and will not show up in here. As you are aware we have serious building issues at Augustus Brown and we are going to look at that – it isn't coming out of the operation budget – what are the options we have for capital repair.

Ms. Watt: What will we look at what capital projects are in line?

Mr. Duncan: Absolutely. Custodial is in staffing.

Mr. Mertz: There is one other issue and that is on the revenue side, just to get you to think about. That is school district use of the pools. The CBJ has not charged the school district for their use of the pools in the past, for the learn to swim, for high school swim, for the gym program at the high school. That amount has been quantified and at times was included as a revenue to the pools. I don't believe they are in here.

Mr. Duncan: In my opinion this is not necessarily a real number.

Mr. Mertz: I am not advocating a position, but it does make sense that we evaluate that over time, understand what those issues are, and make a decision about public policy, potentially a recommendation to the Assembly, about that issue – the continued use by the District of the pools.

Discussion with Ms. Dorrier about availability.

Mr. Rutecki: I would just like to state that CBJ does not charge the high schools teams don't pay for any facilities usage, that includes ball fields, and ice rink. It's not just the pools it is everything.

Mr. Williams: So those students, who come in swimming, are they counted in our attendance.

Mr. Duncan: they are not, just paying people. We are getting a new point of sale system, and glacier swim club we have 52 kids today, might have been 53 or 54 – I want everyone swipes when they come in and I think it would be great that the swim clubs and high schools all have cards they swipe so we can get a good count. We don't have good data. One of the goals is to increase

participation – one of the ways we do that is capture good data and use it well. The Point of Sales System cost won't be allocated against the pools because we are using FY15 money for that. The bid is out right now, closes next week, and we will do evaluation of all proposals. Half of the criteria is what it does on the back end, we don't want a fancy cash register we want a system to capture demographics so we can put together good marketing programs.

Board Comments:

Tom Rutecki: Looking for a bit of guidance on the Alaska Club issue, should I tell those folks we are working our way through organization issues? When would be a time to tell those folks they could come talk to us?

Mr. Watt: Perhaps they could start by talking to Kirk before they come here.

Discussion

Mr. Duncan: I will email Ms. Mead tomorrow and ask for additional information. You could tell the Alaska Club we will have a broad based answer by Labor Day.

Ms. Watt: I am very interested in what the recommendations the advisory committee has for this body, the lessons you guys learned so we could take advantage of that? What happened to the consultant project?

Mr. Duncan: The consultant project is an ongoing project. Our consultant Anna is in the audience. It is a 6-month project, we don't have an Aquatics Manager, and so Anna is keeping the operation going. One of the recommendations was a lifeguard stand at Dimond Park Aquatic Center that is 4-foot. By taking it to 5-feet we eliminate a lifeguard. Those are the kind of operations things that are happening. We need to be involved in programs, for example; people come in quarterly to self-rescue out of canoes and kayaks – those types of things. You won't see a lot of "United Pools says to do this". As we hire our Aquatics Manager, they will be mentored by United Pools. There is not a deliverable -- a document or end-of-project report. I was looking for operation assistance to bring us into industry standard.

Mr. Williams: I would like in one of the next meetings to have Anna be available for us to ask questions about what they know.

Mr. Duncan: Anna will be at these meetings.

Mr. Williams: I went out to look at Aquatic Plans around the country to get a sense of the programs they use and will continue to do that. I was talking to Kirk earlier, I want to the most detail statistics we have and will try to put together a document to share with the board, get a sense of the baseline and information about who are users are.

Mr. Parrish: I am looking forward working with you all and taking on this – this is a big one for the community. I really appreciate the work that has come before. Look forward to learning more from you.

Mr. Mertz: The Advisory Board, Tom do you have a suggestion – put that one as an agenda item or a separate meeting?

Mr. Rutecki: What we talked about at our last meeting, the consensus was to invite the Chair and Vice-Chair to a meeting. Transfer some of the institutional knowledge. Max was the Chair of the Dimond Park Task Force – folks tried six or seven years ago to get this board formed. It got to one

vote on the Assembly – basically we came up with a lot of good ideas that went under the rug. That is why there was effort by people; Max was a prime mover, to get an empowered board because the suggestions from the advisory board would not be acted on. That is how that all started. The consultants for the Dimond Park Aquatic Center – and some of the advice we got wasn't good, for example cost recovery, they formulated numbers based on having suburbs where people could drive, people coming from outlying areas.

Mr. Mertz: Let's invite Rosemary Hagevig and Bob Storer for the next meeting, Rosemary was on the Dimond Park Task Force before that, she was very involved. School District Liaison – I reached out to Shawn O'Brien, who is on the School Board. He recommended that we clarify whether we are looking for a board member or a school district staff person and suggested that we talk to Phyllis Carlson, Board Chair and get her thoughts and possibly talk to the Superintendent too. I was going to recommend that Kirk do that.

Interaction with staff, Kirk, we covered a lot about rules before but one thing I want to get your thoughts about – we all are at the pools, we all see your staff and interact with staff on various items. I would like to get your thoughts what you would see, what kind of things would you like to say for the board meeting, or say for conversation with you and leave out of discussion with staff. You can get in to some in-depth discussion if you start.

Mr. Duncan: You can tell me how you feel about this: You are a member of the public; you have the right to interact with the staff and ask any question that a member of the public would ask. As a board member, if you are asking a specific question that a member of the public wouldn't ask – that gets asked to me or the Aquatics Manager. It's a fine line – some member of the public may come in and ask "how many people do you have in the pool right now?" That might affect whether they buy a ticket and come into the pool. "How many people came in to the pool last month on Tuesday?" – that is probably not a question the public would ask. And that is the answer the question. I don't direct the staff, I don't tell a lifeguard – hey go do that – that lifeguard has someone who tells him/her what to do and it's not me. Unless it is somebody drowning in the pool then I am going to direct activity if needed. Important that staff knows they have one boss and that is the next level up.

Mr. Mertz: The last thing I have on my list is a Rate Policy – one of the things Sports Management Group did recommend that I thought was a good idea was rate policy. The idea of a rate policy isn't what the rates are going to be at certain times of day but are more general. What are we going to charge, expect for cost recovery for example, from adults, cost recovery from seniors. It is a common practice for recreational facilities. It seems it would make sense for us to go through the exercise of evaluating as we did as part of our vision exercise, evaluating what are the goals, do we expect adults to pay 100%, kids to pay 50%, seniors to pay 60% or whatever. Use that as the framework from which we develop these rates. Rate Policy might say demand based rates are ok, or they are not ok. So that we have a defensible position to build our rates when people come back to us and argue that. Ms. Kiefer hired Mr. Hall and I interviewed with him and he brought that up. I would like to see that, it doesn't have to be detailed to do that. Put that on the list.

Ms. Watt: I absolutely would love to do that. I swim at Augustus Brown and Dimond Park and I think having a different pricing structure, I am not sure that makes sense. We have aquatic facilities and I want to be able to move just where I want. So that would be something to talk about.

Mr. Mertz: There is a fine line between setting rates and having a Rate Policy and we need to think about that. There might be a good business reason or some other reason why, even certain times of the day, we want to flex people from one way to another by dis-incentivize from using one facility so they go to the other – right? So there is that as well. The Rate Policy, we talk about that, I would like to kick that to the Finance committee – we are going to have so many things on the agendas for these committees, the idea is that they look at one or two or three other communities, how they do their rate policies, what their process is, and make recommendations.

Ms. Watt: When do you expect to go on line with the new Point of Sale system so that we begin to have data? Does that mean everyone has to get a new card?

Mr. Duncan: I am sure everyone will have to get a new card. We are estimating six months, its hardware and software installation. Dimond Park Aquatic Center users say I only want to use the channel walk, I only want to lap swim, I only want to use the hot tub, and I only want to use the sauna. We have so many price structures we don't even know what we are charging. We have a 16-17 year old trying to explain this to someone. We need to simplify and the philosophy is that if you use us one time, you are going to pay a lot – if you use us a lot you are going to pay a little each time you come in – a loyalty program. We are going to be looking at a lot of things. Max is referring to Fees and Charges Policy – and I am tasked to do Fees and Charges for every part of Parks and Rec – we need to do that. I would appreciate the help. That drives the entire process, what do we charge. Then that determines what our cost recovery is going to be. Do you want to do that fine line between maximum participation and maximum revenue?

Ms. Watt: the elasticity is important.

Mr. Rutecki: The Advisory Board tried to talk about the Juneau Pool system as individual pools. You don't need a separate library card for every library in town. This discussion centered around how we should look at this is one pool system. You don't have 50 rates for every place.

Mr. Duncan: what you do with 50 rates is make 50 people happy and confuse the heck out of the rest.

Discussion on time/day for regular Board meetings.

Mr. Duncan: I would send out an email asking what restrictions people have.

Adjournment – Mr. Mertz: Having no further business before this board, the meeting as adjourned at 6:55 p.m.

Respectfully submitted on July 14, 2015 by Fran Compton, P&R Administrative Assistant.
Next schedule meeting, Wednesday, July 22, 5:30 Room 224