

**MINUTES**  
**AQUATIC BOARD**  
**Tuesday, Sept 27, 2016**  
**City & Borough of Juneau – City Hall Room 224 – 4pm**

- A. **Call to Order at 4:02pm** by T. Rutecki
- B. **Members Present:**, Tom Rutecki, Joe Parrish, Pat Watt, Max Mertz (telephonically) , Ritchie Dorrier (telephonically), Charlie Williams (arrived 4:40pm)  
**Members Absent:** Beth Weldon  
**Liaisons Present:** Phil Loseby - Juneau School District  
**Liaisons Absent:** Debbie White – CBJ Assembly (initially via phone, in-person at 4:17pm)  
**CBJ Staff Present:** Julie Jackson - Aquatics Manager, Kirk Duncan - Director of Parks & Recreation, Alexandra Pierce – Parks & Rec Master Plan  
**Guests Present:** None
- C. **Agenda Changes –**
- M. Mertz requests to add Alexandra Pierce’s presentation of the Parks & Recreation Master Plan update prior to the Director’s Report.
- D. **Public Participation on Non-Agenda Items – None**
- E. **Approval of Minutes:**
- August 23, 2016 – M. Mertz requests edit for clarification to the first bulleted item under “DPAC Food Service” of section “F. Director’s Report,” – Change “Multiple” to “two known”
  - *With changes P. Watt motions to approve, no discussion. **Approved.***
- F. **Agenda Addition –** Alexandra Peirce provided the Aquatics Board with an overview of the current Parks & Recreation Master Plan along with the public engagement opportunities, and the timeline for project. Ms. Peirce and Mr. Duncan answered board member questions regarding the current process and the history of Parks & Rec master plans.  
Ms. Peirce has reached out to stakeholder groups and as one of those groups, requests the Aquatics Board to share their input and goals with her by the end of October.
- G. **Director’s Report –** Kirk Duncan
- **Financial Report/Rate Review –** K. Duncan provided an update on FY17 revenue and overview of visits to the facilities to date. Noted: In the first quarter of FY17, the pools combined saw approximately 31,000 unique visits. If this trends throughout the year, Aquatics estimates 120,000 annual visits to the pool.
    - Discussion regarding provided information, requests for various reports from the new point of sale system and updates to daily fee and pass pricing.
    - M. Mertz requests to add daily fee/pass pricing discussion to agenda of next Operations Committee meeting. P. Watt would also like to have board review the pricing policy concurrently.
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  - **DPAC Food Service –** K. Duncan meeting with the Purchasing department tomorrow. A deli display case has been delivered to DPAC, an under-counter cooler is being ordered and appropriate computers (point of sale, etc.) are being put into place. Discussion of implementation timeline, further explanation of the food processor requirements and RFP process.

- **GSC Contract**
  - Regarding Scoring equipment which is co-managed by GSC and CBJ. J. Jackson reports the next step is to work with GSC to determine an inventory list of all involved equipment with notations of who is the “owner” and work together to determine who is responsible for maintenance/replacement.
- **Bulk Passes** – J. Jackson provided an overview of bulk ticketing program to board. Discussion followed. Staff will bring recommendation to board regarding pricing breakdown and further program details.
- **Rate Review** – covered along with Financial Report.

#### H. Old Business

- **Second Diving Board for DPAC** –
  - The 3m pedestal cannot be used for a 1m board/stand due to the distance of the pedestal from the edge of pool deck without major renovation for new pedestal. A new 1m board will be delivered and installed within the next couple of week to replace the current 1m board at DPAC.
  - Discussion regarding re-installation of 3m diving board at DPAC along with safety precautions/protocols, ladder angle, etc. *Staff will have 3m board reinstalled following AK High School State Meet – early November to assess*
- **Energy Survey Status** – K. Duncan has spoke with Doug Murray who is working on a 2-page review of the ground source heat pump. Hope to have results by 10/18 operations committee meeting.
- **Youth in Pools Status** – Staff will have an outline of the lesson/10 visit program sponsored by the Gaguine Foundation for the next meeting.

#### I. New Business – none

#### J. Committee Reports:

- **Board Development/Governance** – P. Watt.
  - **Beth Weldon’s replacement** – P. Watt reviewed board member skills inventory for discussion and how B. Weldon’s departure affects the skills inventory. Discussion regarding the timeline and applicant process followed.
- **Operations Committee** –
  - **Punch List Review from Operations** – *Discussed punch list at Operations committee meeting at Augustus Brown last week. Completed items have been kept on list and will be identified as “checked off” by leaving on and strikethrough.*

***Next Operations Committee will meet Oct 18<sup>th</sup> – 4pm at Augustus Brown Pool.***

#### K. Board Comments:

C. Williams – Shared his apologies for arriving late.

P. Loseby – Very interested in being involved with the Youth in Pools program.

*Official introductions of Mr. Loseby and Mr. Williams were made.*

P. Watt – Shared positive feedback regarding the clean-up of Augustus Brown pool done by maintenance and pool staff was “noticeable.”

T. Rutecki – Also shared his appreciation of Augustus Brown Pool, Treadwell and DPAC on the cleanliness of the facilities.

J. Parrish – Shared his appreciation to staff on the bulk ticketing program.

No comments: M. Mertz, R. Dorrier.

Not present: D. White, B. Weldon.

**L. With no additional business before the board, T, Rutecki adjourned at 5:19pm.**

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

10/18/16	Valley Library	11/15/16	DPAC – Event Rooms
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Proposed Next Standard Board Meetings: 4<sup>th</sup> Tuesday of each month at 4:00pm at City Hall/Downtown Location:

10/25/16	CBJ City Hall – room 224	11/22/16	CBJ City Hall – room 224
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Minutes respectfully submitted by J. Jackson on 10/25/2016