

**MINUTES**  
**AQUATIC BOARD**  
**Tuesday, October 25, 2016**  
**City & Borough of Juneau – City Hall Room 224 – 5pm**

- A. **Call to Order at 5:00pm** by M. Mertz
- B. **Members Present:** M. Mertz, Tom Rutecki, Pat Watt, Ritchie Dorrier, Charlie Williams  
**Members Absent:** Joe Parrish  
**Liaisons Present:** Phil Loseby - Juneau School District, Debbie White – CBJ Assembly  
**Liaisons Absent:** none.  
**CBJ Staff Present:** Kirk Duncan - Director of Parks & Recreation, Julie Jackson - Aquatics Manager
- C. **Agenda Changes** – None
- D. **Public Participation on Non-Agenda Items** – None
- E. **Approval of Minutes:**
- September 27, 2016 – Correction from D. White – she was not present on the 9/27/26 meeting. Requests edit to minutes to reflect this.
  - *With changes P. Watt motions to approve, no discussion. **Approved.***
- F. **Director’s Report** – Kirk Duncan
- **Financial Report**
    - Provided financial report (.xls) to board members via email prior to meeting.
    - Revenue has seen a 17% increase over this time last year. Labor costs are up 9% over previous year as facilities are staffing appropriately to ensure appropriate coverage and availability of amenities.
    - K. Duncan fielded board member questions to clarify numbers comparison between the years and definition of what is included in each revenue account.
    - Billing for Swim Team is not current due to management workload and also streamlining use of eTrak for tracking and billing.
    - Discussion on eTrak reporting progress and goals.
  - **Budgeting process for FY17**
    - K. Duncan Shared priority based budgeting program inventory and an update on the process.
    - Following Board discussion, board members would like to review and provide input on program categories. M. Mertz, C. Williams and R. Dorrier will be sent a copy of the inventory for their input and send back to K. Duncan by tomorrow (10/26/2016).
  - **Energy Survey Status**
    - Doug Murray will present an update on the heating systems of DPAC to the Aquatics Board at the November 15<sup>th</sup> Operations Committee meeting.
- G. **Old Business**
- **Rate Review – K. Duncan**
    - Presented a rate structure for Daily, Monthly, 10 visit and Annual passes for board consideration and discussion.
    - Following discussion, board recommends to:
      - Have Senior & Youth rates at approximately 2/3 of the Adult Rates.

- Increase Child rates from 25% to 1/3 the amount of the adult rate
  - P. Watt stated she has read through rate policy and recommends there is no need to alter current policy.
  - K. Duncan will share an updated pricing structure at the 11/15/16 Operations Committee meeting.
- **Youth in Pools Status** – J. Jackson reviewed program overview which was presented to Board at the 10/15/16 Operations Committee.
- **DPAC Food Service**
  - RFP Bids are due 2pm tomorrow (10/26/16).
  - Short discussion on timeline for implementation following RFP process.
- **GSC Contract**
  - No discussion as no new progress has been made. Keep on Agenda as a placeholder for future discussion.
- **Bulk Passes**
  - Board discussed pricing structure.
  - Staff is moving forward to order tickets and iron out execution in eTrak.

H. **New Business** – none

I. **Committee Reports:**

- **Board Development/Governance**
  - **Beth Weldon's replacement** – Applications due November 21<sup>st</sup>.
- **Operations Committee** –
  - **Punch List Review from Operations** – *M. Mertz sent out an updated punch list with Agenda. Next Operations Committee will meet November 15<sup>th</sup> – 4pm at Mendenhall Valley Library.*

J. **Board Comments:**

P. Loseby – Just bought an annual pass for his 15 year old child and if he knew there would be an upcoming price increase he would be even more inclined to purchase.

P. Watt – Pat shared she now can read the board!

T. Rutecki – stated that the Aquatics Board is half way through its appointed life and suggests beginning the discussion what we are going to do going forward as well as asking the opinion of the current director.

K. Duncan – Responded to T. Rutecki and recommended that the board to become either fully empowered or sunset. He believes this situation could be problematic for a new director.

R. Dorrier – Stated the last operations meeting was on a holiday and asks that Kirk and Julie make the board aware of any holidays for the board to consider adjusting scheduled meetings to non-holidays.

M. Mertz – Asks Board members to begin thinking about the 1%. Short discussion followed.

*No comments – C. Williams*

K. **With no additional business before the board, M. Mertz adjourned at 6:22pm.**

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

11/15/16      Valley Library – Conference Room      ~~12/20/16~~      *Changed to Full Board Mtg*

Proposed Next General Board Meetings: 4<sup>th</sup> Tuesday of each month at 4:00pm at City Hall/Downtown Location:

11/22/16      CBJ City Hall – room 224      12/20/16      CBJ City Hall – room 224

Minutes respectfully submitted by J. Jackson on 11/21/2016