

DRAFT MINUTES  
CBJ AQUATICS BOARD  
Tuesday, December 19, 2017  
City Hall Room 224 – 4:00pm

- A. **Call to Order** at 4:02pm by Board Vice Chair Tom Rutecki
- B. **All Members Present:** Ritchie Dorrier, Joe Parrish, Tom Rutecki, Becky Monagle, Max Mertz (by phone), Charlie Williams (by phone).
- All Liaisons Present:** Beth Weldon – CBJ Assembly, Phil Loseby - Juneau School District (by phone)
- Staff Present:** Kirk Duncan, Parks & Recreation Director (by phone); Julie Jackson, Aquatics Manager (by phone).
- Guests Present:** Michale Joern.
- C. **Agenda Changes** – Added discussion of the outcome of the public market tabling and DPAC windows advertising under Director’s Reports – Upcoming marketing and special events.
- D. **Public Participation on Non-Agenda Items** – Michale Joern, owner of The Gym wanted to attend for informational purposes.
- E. **Approval of Minutes:**
- November 28, 2017 minutes were approved. No objection.
- F. **Director’s Report** – Mr. Duncan.
- **Financial Report** – Going forward the staff will take the minutes at the board meetings. DPAC looking at a two week closure in April or May 2018. There is about \$450k left in the construction fund from DPAC and they will complete some maintenance items.
  - **Pool covers** – Nathan Coffee was getting information from proposers – what is the status? Julie talked with Nathan and it appears that Alta company that provided the overhead covers will be creating an estimate for deck mount reels for both pools. At AGB, it would be a three reel, one cart system which would hold two blankets per reel. There is still pool cover money in the DPAC construction fund.
  - **Ground Source leak at DPAC** - DPAC is losing hundreds of gallons of anti-freeze and has been identified to one ground circuit for heat. This circuit has been shut down as there is no remedy which may be an issue with the design. There is no current increase in cost of utilities but this is a potentially serious issue.
  - **AGB Pool Supervisor position** – Mr. Mertz was glad to see that the position has been approved by the CBJ HR division. Mr. Duncan was hoping it would be a range 13 but was classified at a range 14. This is because DPAC’s pool supervisor is a range 15. Mr. Mertz asked what that equated to in dollars. Mr. Duncan wasn’t sure but thought it was approximately a \$10k difference annually.

- **Food service** – Ms. Jackson reported that food sales vary from week to week and every week is different. They may sell out daily or not sell out at all for the whole week. They get deliveries Monday, Wednesday and Friday. Added some items like cheese sticks and ramen along with chocolate milk. Cookies are always a big hit. Sales are related to months September, October and November. Mr. Duncan added that we are \$6,500 for year at this point in time which is a good number but we had estimated \$30,000 as a budget for the year. Mr. Duncan added that having the food service at DPAC has been a good thing but may need to scale the budget numbers back in the future. Mr. Mertz commented that the \$6,500 is for revenue for September, October & November. Food sales are lighter in the summer. Mr. Rutecki asked about coffee sales and Julie responded that coffee averages 1 – 2 dozen cups a day. DPAC staff are looking to change the display as when they changed the display for hot cocoa and apple cider, they had more sales for those items.
- **DPAC lap pool lower than pool deck** – Tiles are popping out. Engineers have been looking at it but not sure if it is related to glacial rebound, sink holes, earthquakes, etc. Building maintenance will be monitoring when the pool is empty. It appears to be slow. Mr. Mertz asked what the measurement is. Julie doesn't have the measurement but it is enough to crack grout and tiles, at least a quarter inch gap is developing. Mr. Williams inquired if it was related to water flow under the pool and could possibly moving soil and asked if a camera could be sent down the pipes that access the geothermal heat source. The loops are two miles each and the diameter of the tube is  $\frac{3}{4}$  inch. Can camera wastewater system but can't with a water system because of the pressure.

  - Ritchie compliment the team for the new packet that was distributed to board members was very nice and a big thank you for that. She inquired if they can identify other pool duties to the AGB pool supervisor that can help with the pool operations? Also inquired about the status of the totem pole that is in need to restoration that was in front of the AGB pool. Mr. Mertz stated that the totem pole issue was on his plate and that he had reached out to a contact at Sealaska for possible grant funding but both he and the contact have been traveling and have not connected. Mr. Duncan mentioned that it was native custom to NOT refurbish totem poles. Mr. Duncan mentioned that the pool packets would be distributed to board members a week before the board meeting.
- **Upcoming markets** – Regarding the Coast Guard's "Kids Don't Float" program, there is a curriculum that teaches it but no one is training. The Coast Guard is taking on this task to train to take the information to other towns outside of Juneau. They will teach the program and the pools will provide the space and lifeguarding. Mr. Duncan pointed out this this increases our relationship with the Coast Guard and that they are buying more bulk tickets which would be a great revenue source for us. Ms. Dorrier commented that this was a critically important service to communities. Mr. Parrish asked if Ms. Jackson had heard from anyone at the radio station.
- **DPAC window advertising** – Ms. Monagle asked if this was discussed at the last meeting. She didn't have the information in front of her but remembered that the lettering size needs to be determined and a discussion on how much to charge businesses. It also needs to be determined on how to bill the customers – once annually so staff doesn't have to remember what customers need to be billed. Logistics of having a business bow out of the annual advertising requires a new customer to be added and the window to be re-created at a cost. Ms. Jackson will put up lettering examples and send out to the group for a visual aid. Ms. Jackson will also re-send Ms. Monagle's email of November 14 which outlined a couple of scenarios for discussion on rates.

- **Public Market** – Mr. Duncan mentioned that the board intent was really good but the staff had to clean up a mess. In the future, if we sell items, it needs to be staffed by pool employees. Mr. Mertz requested that this item be removed from the agenda and discussed further at the January meeting.

G. **Old Business** –

- **Empowered Board discussion** – Discussion of the original planning schedule and if there was enough time to be ready for the Assembly in March. Discussion of having a separate work session to discuss the schedule. This meeting will occur on January 5 at 4 p.m. at Elgee, Rehfeld and Mertz. Board members should plan on being there for at least a couple of hours.

H. **Board Comments:** Ms. Dorrier wanted to compliment the staff as a patron of the pool and that it seems like a fun place to work. Also, both Ms. Dorrier and Ms. Monagle attended an Eaglecrest board meeting to have a better understanding about how empowered boards work. She thought that Ms. Watt had also attended one in the past. Ms. Weldon mentioned that the CBJ Assembly had requested that the 1% sales tax for capital projects go back to Public Works to Finance for review. The Assembly’s priorities were not in alignment with the Public Works department.

I. **With no additional business before the board, Mr. Rutecki adjourned at 5:11pm.**

Minutes submitted by B. Monagle on 1/3/2018.

Future Meeting Schedule.

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|---------|------|--|
| 1/5/18  | 4 pm | Elgee, Rehfeld & Mertz conference room |
| 1/16/18 | 4pm  | Valley Library – Operations Committee  |
| 1/23/18 | 4pm  | Room 224 – Regular Board Meeting       |