

AQUATIC BOARD
Tuesday December 19, 2017
City Hall Room 224 – 4:00 p.m.
Bridge Line (907) 789-2014

Statement of Philosophy:
Create Community through People, Pools and Effective Swim Programs

- A. Call to Order -
- B. Roll Call –
- C. Agenda Changes -
- D. Public Participation on Non-Agenda Items –
- E. Approval of Minutes – November 28, 2017 –
- F. Director's Report –
 - a. Review of Financial Results to date –
 - b. Upcoming marketing and special events -
- G. Old Business –
 - a. Empowered Board Discussion –
 - 1. Completion dates – Review Planning Process Steps document
 - 2. Discuss committee work to date and possible need for additional meetings.
- H. New Business –
- I. Committee Reports:
 - a. Board Development/Governance Committee – P. Watt –
 - b. Operations Committee – M. Mertz –
- J. Board Comments –
- K. Adjournment –
- L. Proposed Next Board Meetings: 3rd & 4th Tuesday of Each Month at 4:00 p.m.:
 - a. 1/16/18 – 4pm Valley Library – Operations Committee
 - b. 1/23/18 - 4pm Valley Library – Full Board Meeting

DRAFT MINUTES
CBJ AQUATICS BOARD
Tuesday, November 28, 2017
City Hall Room 224 – 4:00pm

- A. **Call to Order at 4:00pm** by Board Vice Chair Tom Rutecki
- B. **Roll Call: Present:** Ritchie Dorrier, Joe Parrish, Tom Rutecki, Charlie Williams, Max Mertz (telephonically).
Absent: Becky Monagle, Pat Watt
Liaisons Present: Beth Weldon – CBJ Assembly, Phil Loseby - Juneau School District
Staff Present: Kirk Duncan, Parks & Recreation Director, Lindsey Foster, Parks & Recreation Administrative Officer.
Guests Present: Sonia (last name?), GSC.
- C. **Agenda Changes** – None.
- D. **Public Participation on Non-Agenda Items** – None
- E. **Approval of Minutes:**
- *Mr. Parrish moved approval of the corrected minutes of October 24, 2017. No objection. **Approved.***
- F. **Director’s Report** –Mr. Duncan.
- **Financial Report** – Mr. Duncan presented the financial report Year to Date through Period 4. Most notable highlights include: Revenue and sales are slightly up compared to same time last year. Expenses are difficult to compare to last year because of some payments made earlier in this fiscal year.
 - **ABP Remodel** – Currently the timing projected on this project is in FY 2022 and 2023. Mr. Rutecki requested that the minutes reflect that during the Operations Committee meeting on 11/21/17 it was agreed that the hand painted tiles in the showers be preserved during the remodel.
- G. **Old Business** –
- **Posting of Board Minutes to website** – It is unclear to the Board who is responsible for this action item. Mr. Duncan agreed to report back to the Board at the next meeting
 - **Pool covers status update** – This was discussed in great detail at the Operations Committee meeting on 11/21/17. There were some follow up items that were requested of Mr. Coffee of CBJ, but he was not present to report.
 - **Future Board Structure Discussion** –
 - **Planning Process Steps** - The Board reviewed the “Aquatics Board Sunset Planning Schedule” document. Mr. Loseby reported the feedback he has received from the Juneau School District: they are happy with the current responsiveness of Aquatics management, and they want to ensure that partnership is maintained. Ms. (GSC?) reported that the GSC Board had some concerns about YMCA leadership because some members had had previous experiences with Y’s (not in Alaska).

- **11/20 Presentation to Committee of the Whole debrief**
- **Discussion of committee work to date**
- Revenue Enhancement –
 - Discussed success of outreach efforts at Public Market.
 - Rates for autopay have been adjusted so it's not more expensive
 - Becky and Julie are working on glass panels
 - Bulk tickets
 - Pool pass renewals
 - Radio ads

H. **New Business:** none

I. **Committee Reports:** none

J. **Board Comments:** none

K. **Adjournment:** Mr. Rutecki adjourned the meeting at 5:25 pm

L. **Proposed Next Meetings:**

01/16/18, 4:00 pm	Operations Committee	Valley Library
01/23/18, 4 pm	Full Board Meeting	Room 224

Minutes respectfully submitted by R. Dorrier

Agenda Synopsis
Aquatics Board

Tuesday December 19, 2017
City Hall Room 224 – 4:00 p.m.

Director's Report – Financial Review

A financial spreadsheet is attached to this report

Revenues year to date are up \$19,200 combined for both pools

Revenue while ahead of last year are not hitting budget targets.

Donations revenue are targeted at \$20,000 at DPAC as well as \$30,000 in DPAC foodservice. To date no donation revenue has been received and \$6,500 has been received in foodservice revenue. Several revenue lines will need to be adjusted downward in the FY 19 budget to reflect some growth in revenue however not at the levels stated in the FY 18 budget.

Personnel services are up \$13,138 with the increase of \$15,007 in benefit cost at DPAC. Staff is attempting to determine why this increase exists. The cause may be having one more employee opting into benefits this.

Other expenses are down \$21,753 with variances in fuel oil at ABP (could be a timing issue) of \$5,000 and \$14,000 less in contractual services at ABP.

Marketing and special events

More information will be presented at the meeting. The main points are a "Learn to swim" program, a facility rental at DPAC and a summer pass program priced between the annual pass (monthly price of \$25) and the regular monthly pass at \$49. Auto pay will be available, and this pass will be promoted to local residents as well as all the folks that come to Juneau to work in the summer tourism industry.

The Coast Guard has started to purchase bulk tickets

Other topics

No new information on ABP remodel timing, ABP pool covers

Old Business – Continued discussion on status of the "sunset" date and possibilities

New Business – None currently

Committee reports – Governance committee will probably be discussed under Old Business

Upcoming January and February events:

- Adult Swim Lesson workshops – First one on Dec. 2nd went well – 6 attendees who all expressed they got lots of out of the instruction. Next sessions – 12/16 (8 sign ups) & 12/23 (4 sign ups so far). \$10/person for 45 min workshop session.
- Holidays – School is out Dec. 22 – Jan 5. We've scheduled extra afternoon open swims and a full session of swim lessons over the break, sign-ups are going well.
- Fri, January 5th – free swims sponsored by Juneau Construction Builders Trades. 2-4pm, 4-6pm, 6-8pm – anticipating pretty full swims for each session
- Sat, Jan 6th - DPAC Private rental for Kensington employee's families party. The postcard sent out over Thanksgiving worked! ☺
- First Winter Session of swim lessons begin mid-January (registration opens 12/18) – Adult – Beginner, Intermediate & swimming for fitness classes (Saturdays) and adult intermediate series on Wednesday evenings @ DPAC, parent/child classes @ DPAC on Saturdays, preschool/youth evening at both pools and preschool/youth during the mid-day @ DPAC. Working with staff to schedule adult lessons at AGB mid-winter.
- Feb 3rd – learn to swim day! Partnering with GSC to host a free swim lesson day for 60 youth (8-17) at Augustus Brown. Registration opens 12/18.
- Julie is talking with a Water Safety Instructor Trainer to come back to Juneau to teach a swim instructor class this March/April.

Personnel:

- AGB pool supervisor position re-classed and approved. To be posted next week.
- Staffing is good. Some staff returning for holidays to work while others are out of town. Interviewed a handful of lifeguard candidates. Continuing to schedule regular lifeguard courses has produced an excellent and consistent pool of candidates.

Mechanical side of things:

- DPAC's ground source heat – 1 of 4 loops closed off – assumption there is a leak. Detected by Bldg Maint team who have now reached out to CBJ engineering.
- DPAC's lap pool/pool deck – lap pool is lower than pool deck in some areas. Cause unknown, Bldg Maint monitoring over time. Tile grout cracking and some tiles are popping up. This is being addressed by Bldg maint to ensure the pool area is safe of tripping hazards/sharp edges.
- DPAC lighting –
 - o Parking lot lights had bulb switched out last week – much brighter! Bldg. maintenance responded quick to the request!
 - o Walkway Ramp lights – these lights are original and are being replaced with fixtures/bulbs to provide much better lighting
 - o lights in natatorium – typically bulbs and ballast replacements are addressed during annual closure as it requires mechanics to perform overhead work and there is only one scissor lift in Juneau which can facilitate this work, but with 2 upcoming big swim meets in Feb/March, some lights will be replaced prior to.
 - bank along the event room side – these will be replaced in the coming month. Work to be done during operational hours/Monday afternoon's weekly closure. Should not affect operations and this will drastically improve the lighting.
 - other banks will be addressed at closure as these are more difficult to access and should be done without guests in pool area.

- Lighting bank along back/sauna wall – these lights and ballasts are unable to be reached by building maintenance (no cat-walks and the only scissor lift which can get through the doors isn't tall enough to reach. Julie is working with Bldg Maint to explore options to have lights and ballasts lowered on the wall for easier access as well as considering LED replacement options – this could provide longer term cost savings/less regular maintenance.
- AGB – upstairs office roof/window leak has been fixed, window replaced. Carpet to be installed next week.

~Julie

Julie Jackson

Aquatics Manager

City & Borough of Juneau

Phone: 907-321-6535

Fax: 907-586-4592

www.JuneauPools.org

www.facebook.com/JuneauPools

Recap

Year to Date through Period 5

Sales	FY 17		FY 18		Variance
ABP	\$	91,016	\$	89,010	\$ (2,006)
DPAC	\$	161,901	\$	183,107	\$ 21,206
Total	\$	252,917	\$	272,117	\$ 19,200
Personnel Costs					
ABP	\$	241,317	\$	241,292	\$ (25)
DPAC	\$	350,660	\$	363,823	\$ 13,163
Total	\$	591,977	\$	605,115	\$ 13,138
Other Expenses					
ABP	\$	240,083	\$	216,192	\$ 23,891
DPAC	\$	276,253	\$	278,391	\$ (2,138)
Total	\$	516,336	\$	494,583	\$ 21,753
Net Income					
ABP	\$	(390,384)	\$	(368,474)	\$ (25,872)
DPAC	\$	(465,012)	\$	(459,107)	\$ 10,181
	\$	(855,396)	\$	(827,581)	\$ 27,815
General Fund Support	\$	855,396	\$	827,581	\$ (27,815)
Additional General Fund Needed					\$ (27,815)



Financial Summary by Department, Division, and Program

FY 2018 YTD Period 5

	Budget Last Year	Budget This Year	Actuals Last Year	Actuals This Year	Encumbrances Last Year	Encumbrances This Year	Remaining Balance
Department	Parks and Rec						
Division	Parks Maintenance						
Program	AB Pool						
Charges For Services							
Swim fees	(45,000.00)	(40,000.00)	(15,057.34)	(14,335.87)	0.00	0.00	(25,664.13)
Lessons/programs	(30,500.00)	(25,000.00)	(11,272.48)	(5,777.71)	0.00	0.00	(19,222.29)
Swim team	(47,500.00)	(20,000.00)	(4,350.84)	(5,750.00)	0.00	0.00	(14,250.00)
Multi visit pass	(42,500.00)	(40,000.00)	(13,699.11)	(15,767.01)	0.00	0.00	(24,232.99)
Synchoronized swimming	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gift cards sold	0.00	0.00	(260.50)	0.00	0.00	0.00	0.00
Monthly revenue	(62,500.00)	(30,300.00)	(10,528.03)	(8,740.18)	0.00	0.00	(21,559.82)
Annual revenue	(27,500.00)	(110,000.00)	(23,913.81)	(30,642.75)	0.00	0.00	(79,357.25)
Total Charges For Services	(255,500.00)	(265,300.00)	(79,082.11)	(81,013.52)	0.00	0.00	(184,286.48)
Misc Revenues							
Restricted-AB Pool	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food/service permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vending revenue	(3,800.00)	(4,200.00)	(1,256.53)	(1,300.27)	0.00	0.00	(2,899.73)
Ordinance violations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Minor Violations	(2,200.00)	(2,300.00)	(410.00)	(125.00)	0.00	0.00	(2,175.00)
Merchandise sales	(2,000.00)	(3,400.00)	(1,589.83)	(1,466.39)	0.00	0.00	(1,933.61)
Miscellaneous sales	(5,000.00)	0.00	0.00	0.00	0.00	0.00	0.00
Facility rental revenue	(17,500.00)	(19,000.00)	(8,168.16)	(4,269.92)	0.00	0.00	(14,730.08)
Locker rental	(2,800.00)	(2,300.00)	(494.62)	(831.21)	0.00	0.00	(1,468.79)
Cash over/short	0.00	0.00	(14.95)	(4.26)	0.00	0.00	4.26
Bad debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Misc Revenues	(33,300.00)	(31,200.00)	(11,934.09)	(7,997.05)	0.00	0.00	(23,202.95)
Reimburseables							
Reimbursable Expense - Externa	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Reimburseables	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	(288,800.00)	(296,500.00)	(91,016.20)	(89,010.57)	0.00	0.00	(207,489.43)
Personal Services							
Vacancy factor	(6,100.00)	(6,200.00)	0.00	0.00	0.00	0.00	(6,200.00)
Salaries	416,800.00	398,600.00	166,839.32	163,807.49	0.00	0.00	234,792.51
Overtime	0.00	0.00	1,620.59	2,095.04	0.00	0.00	(2,095.04)
Accrued leave	0.00	0.00	12,077.60	12,669.89	0.00	0.00	(12,669.89)
Benefits	198,700.00	198,900.00	54,280.23	56,220.06	0.00	0.00	142,679.94
Workers compensation	15,600.00	15,600.00	6,500.00	6,500.00	0.00	0.00	9,100.00
Engineering workforce	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Personal Services	625,000.00	606,900.00	241,317.74	241,292.48	0.00	0.00	365,607.52
Travel and Training							
Mileage	1,400.00	1,100.00	615.54	230.53	0.00	0.00	869.47
Travel and training	5,100.00	4,900.00	3,343.01	1,891.46	0.00	0.00	3,008.54
Total Travel and Training	6,500.00	6,000.00	3,958.55	2,121.99	0.00	0.00	3,878.01
Services							
Telephone	4,700.00	4,600.00	1,911.32	1,838.52	0.00	0.00	2,761.48
Printing	5,000.00	1,000.00	96.40	554.96	0.00	0.00	445.04
Advertising	8,800.00	12,300.00	198.34	51.39	0.00	0.00	12,248.61
Electricity	44,600.00	37,200.00	11,306.42	10,604.87	0.00	0.00	26,595.13
Fuel oil & propane	80,600.00	80,000.00	27,348.40	22,503.94	0.00	0.00	57,496.06
Refuse disposal	4,600.00	4,600.00	1,493.32	1,475.37	0.00	0.00	3,124.63
Water service	4,800.00	3,300.00	1,281.72	1,683.47	0.00	0.00	1,616.53
Wastewater service	17,600.00	11,800.00	4,677.31	6,212.84	0.00	0.00	5,587.16
Repairs	3,000.00	500.00	0.00	0.00	0.00	0.00	500.00
Building maint division charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fleet replacement reserve	12,500.00	12,500.00	5,208.35	5,208.35	0.00	0.00	7,291.65
Spec & Prop	2,700.00	2,700.00	1,125.00	1,125.00	0.00	0.00	1,575.00
General Liab, Auto & EE Pract In	5,300.00	5,300.00	2,208.35	2,208.35	0.00	0.00	3,091.65
Dues and subscriptions	800.00	400.00	0.00	0.00	0.00	0.00	400.00
Contractual services	19,500.00	12,400.00	14,795.00	540.00	0.00	0.00	11,860.00
Interdepartmental	365,200.00	365,200.00	152,166.65	152,166.65	0.00	0.00	213,033.35
CBJ Engineering services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank card fees	3,600.00	3,700.00	1,443.05	962.59	0.00	0.00	2,737.41
Postage and parcel post	2,100.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Total Services	585,400.00	558,500.00	225,259.63	207,136.30	0.00	0.00	351,363.70
Commodities and Materials							
Office supplies	4,500.00	2,000.00	1,187.83	680.59	0.00	0.00	1,319.41
Inventory	2,300.00	2,000.00	626.17	338.51	0.00	0.00	1,661.49
Uniforms and safety equipment	5,100.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00
Materials and commodities	28,000.00	18,000.00	3,058.50	1,835.44	0.00	0.00	16,164.56
Safety programs and equipment	5,400.00	1,100.00	0.00	119.94	0.00	0.00	980.06
Chemicals	15,000.00	7,500.00	1,950.37	3,961.34	0.00	2,171.89	1,366.77
Minor equipment	4,000.00	4,000.00	4,044.00	0.00	0.00	0.00	4,000.00
Minor furniture and fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Commodities and Mate	64,300.00	36,600.00	10,866.87	6,935.82	0.00	2,171.89	27,492.29
Misc and Other							
Recruiting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Misc and Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment							
Vehicles and equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	1,281,200.00	1,208,000.00	481,402.79	457,486.59	0.00	2,171.89	748,341.52

Aquatics Board Sunset Planning Schedule

- A. Pool Maintenance – 11/15 (Charlie and Joe) – Completed
- B. Employee benefit analysis and related questions (Max) – In process. Met with Kirk and Bob
 - B. Waiting for some answers from Bob. Max has information from Y related to benefits.
- C. Proforma for financial operations both Y and Empowered 12/15 (Max) – In process.
- D. Pro and Con Analysis 12/15 (Ritchie and Pat) – In process
 - a. Email to board for thoughts on pros and cons
 - b. Phil to reach out to the school on swimming component.
- E. Public Outreach Presentation 1/8 (Pat and Becky)
- F. Public Presentations
 - a. Tom and Phil talk to GSC 11/15 – complete
 - b. Contact Empire 1/8 (Max)
 - c. Radio spots on schedules of meetings for public presentation – Mid-January (Max)
 - d. Facebook posts – to start mid-January (Pat and Julie)
 - e. Rotary and Chamber presentations – mid to late January (Max and Kirk)
 - f. Board meetings in late February to early January to focus on public presentations on options (full board)
- G. Consider Public input in February (full board)
- H. Report and Recommendation to the Assembly by March 1 (Full board)

Juneau Parks & Recreation Advisory Committee (PRAC)

The Parks & Recreation Advisory Committee meets the 1st Tuesday of every month in the Assembly Chambers at 6 p.m. unless otherwise noted.

Next PRAC Meeting

January 2nd at 6pm in the City Hall Chambers

Please call P&R for additional information 586-5226

If you cannot attend, you may send your comment by email to

parks.rec@juneau.org

- [2016 Annual Report to the Human Resources Committee and CBJ Assembly](#)
- [PRAC Member List](#)
- [Fact Sheet](#)

Recent minutes are in PDF format. (For the FREE Adobe Acrobat Reader click [\[here\]](#)). Some earlier minutes are available for reading onscreen in the browser window as HTML files. Minutes of meetings before 1996 are available at the Parks & Recreation Department.

2017 Meeting Packets:

- [December 5, 2017](#) **updated 12/5*
- [November 7, 2017](#)
- [October 3, 2017](#)
- [September 5, 2017](#)
- [August 1, 2017 - Park Tour](#)
- [July 11, 2017](#)
- [June 6, 2017](#)
- [May 2, 2017 - Canceled](#)
- [April 4, 2017](#)
- [March 7, 2017](#)
- [February 7, 2017](#)
- [January 3, 2017](#)

2017 Minutes:

- [November 7, 2017](#)
- [October 3, 2017](#)
- [September 5, 2017](#)
- [July 11, 2017](#)
- [June 6, 2017](#)
- [May 7, 2017 - Retreat](#)
- [April 4, 2017](#)
- [March 7, 2017](#)
- [February 7, 2017](#)
- [January 3, 2017](#)