

AQUATICS BOARD MEETING AGENDA

Tuesday, March 30th 2021

Teleconference/Zoom Meeting

@ 5:00pm

Statement of Philosophy:

Create Community through People, Pools and Effective Swim Programs

- A. Call to Order
- B. Roll Call
- C. Agenda Changes
- D. Approval of minutes from January meeting.
- E. Public Participation on Non-Agenda Items
- F. Staff Report
- G. Old Business
- H. New Business
- I. Board Comments & Standing Agenda Items
 - a. Commercial Use Regulations
 - b. Subcommittee Reports
- J. Adjournment
- K. **Next Board Meetings :**
 - a. 04/27/2021

MINUTES
AQUATICS BOARD
Tuesday, February 23, 2021
City & Borough of Juneau – Zoom Conference

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

- A. **Meeting Convened at 5:05pm** by Chair Muldoon.
- B. **Members Present:** Kristin Bartlett, Don Beard, Scott Griffith, Molly McCormick, Lena Merrell, Tracy Morrison, Tom Rutecki, Pat Watt.
Ex Officio: George Schaaf, Parks & Rec Director
Liaison Absent: Carole Triem – CBJ Assembly
CBJ Staff Present: Kollin Monahan, Aquatics Manager
- C. **Agenda Changes** – None.
- D. **Approval of Minutes** –of the January 6 meeting were approved.
- E. **Public Participation on Non-Agenda Items** - None
- F. **Operations Report – See attachment for details**
- Mr. Monahan reported that attendance has reached back to about half of where it was prior to the Covid-19 pandemic, and is trending upwards. The attached report provides more information about how usage varies by day and age group. Now that the risk has dropped back to Level 1, capacity levels have been raised from 50 patrons to 80 at Dimond Park, and from 30 to 50 at Augustus Brown. A revised mitigation plan, effective March 1, opens the pools to drop-in swimming as well as more than one unrelated person in each lap. Spray features will operate, but not the slides yet due to staffing constraints. Lunch bunch activities will resume and are expanded.
 - Mr. Monahan explained that in order to reduce schedule confusion and complexity, we are moving to a seasonal schedule. This new schedule ensures that swimmers are able to use one or other pool from 5:30am to 8:30pm on weekdays. Pool hours will be constrained by staffing levels.
 - Mr. Griffith noted that GSC has divided its swimmers into 4 teams and has held 2 meets of these teams to partially fill the void left by the inability to have public competitions during the pandemic. Two more meets are planned. These are proving to be great practice, as well as fun and motivating for the swimmers.
 - Mr. Schaaf pointed out that with the 2021 cruise ship season cancelled, the CBJ budget will be tight and all programs will necessarily be under scrutiny. The Assembly’s Facility Committee will meet on April 7 to consider the Aquatics capital budget, and their recommendations will be on the agenda of the Assembly’s Finance Committee on April 28. Ms. Morrison agreed to draft a letter to the Facility Committee to be approved at the March Board meeting. Board members will spread the word about these meetings so swimmers can voice their support for Aquatics to the Assembly.
- G. **New Business**
- Mr. Monahan noted the pool’s instructional program and fitness classes will start up again as soon as all staff have been vaccinated. The public is eager to have these begin. Instruction programs will be private or semi-private at first, again constrained by staffing levels.

- Private instructors have begun to provide lessons in the pools again. This makes it imperative that the Board move forward with finalizing regulations for commercial use of the pools. The draft regulations reviewed in November, 2019, (see attached) will be considered again at the March Board meeting. Mr. Schaaf and Mr. Monahan will ensure that private teachers are notified of this. The Board will also set fees for public and private lessons.

H. **Standing Agenda Items.**

- **Subcommittee Reports:** None.

I. **Board Comments**

Ms. McCormick expressed appreciation to Kollin and staff for the skill and good humor with which they have managed the Aquatics program through the pandemic. This appreciation was echoed by Mr. Rutecki and Ms. Morrison who stated that going to the pools felt safe at all times and compliance with mitigation requirements was excellent

J. **Adjournment:** the meeting was adjourned at 5:54pm.

Meeting Follow-ups:

Mr. Monahan and Mr. Muldoon to notify the community that commercial use regulations will be on the March Board meeting agenda

Upcoming Meetings:

Next Board meeting: Tuesday, March 30, 5:00pm, Zoom conference.



March 30th, 2021

Full Aquatics Board Meeting

Operations Report

Daily Attendance (February 1st – 28th)

Augustus Brown Swimming Pool

1,371 Total Visits

| <i>Monday-Friday</i> | |
|----------------------|---------------|
| 5:30am-7:00am | 232 Check-ins |
| 7:00am-8:30am | 136 Check-ins |
| 2:00pm-4:00pm | 288 Check-ins |
| 4:00pm-6:00pm | 339 Check-ins |
| 6:00pm-8:00pm | 157 Check-ins |

| <i>Saturday</i> | |
|-----------------|--------------|
| 10:00am-12:00pm | 78 Check-ins |
| 12:00pm-2:00pm | 51 Check-ins |

| <i>Sunday</i> | |
|----------------|--------------|
| 12:00pm-2:00pm | 89 Check-ins |

Dimond Park Aquatic Center

2,172 Total Visits

| <i>Monday-Friday</i> | |
|----------------------|---------------|
| 5:30am-8:00am | 380 Check-ins |
| 8:00am-12:00pm | 518 Check-ins |
| 12:00pm-3:00pm | 255 Check-ins |
| 6:00pm-8:00pm | 464 Check-ins |

| <i>Saturday</i> | |
|-----------------|---------------|
| 10:00am-12:00pm | 124 Check-ins |
| 12:00pm-3:00pm | 95 Check-ins |
| 3:00pm-6:00pm | 36 Check-ins |

| <i>Sunday</i> | |
|----------------|---------------|
| 12:00pm-3:00pm | 164 Check-ins |
| 3:00pm-6:00pm | 136 Check-ins |

AGB Trends at a Glance

- Daily Usage is averaging 47 patrons
- 41% of attendance are adults (ages 18 – 64)
- 28% of attendance are seniors (ages 65+)
- 10% of attendance are youth (ages 8 – 17)
- 8% of attendance are children (ages 2 – 7)

DPAC Trends at a Glance

- Daily Usage is averaging 74 patrons
- 48% of attendance are adults (ages 18 – 64)
- 20% of attendance are seniors (ages 65+)
- 15% of attendance are youth (ages 8 – 17)
- 15% of attendance are children (ages 2 – 7)

Instructional Programming

Swim Lessons

- Staff have begun planning for the first offering of semi-group swim lessons in April. Lessons will be offered at Dimond Park Aquatic Center during the midday closures so public users and private instructors are not displaced. Registration for the first spring session will open online only via [CivicRec](#) on April 12th at 8:30am. Patrons are strongly encouraged to set up their CivicRec account prior to April 12th as registration will not be accepted over the phone or in person. Lessons will be conducted in a 30 minute window, and lessons will be scheduled during the times below, depending on the proficiency of the child. Once children are enrolled in the lesson, a swim test will be required in order to place the children in the correct class. Below are the swim test times for guardians to bring their children in at no extra charge to conduct the swim test:

Dimond Park Aquatic Center – Swim Test Times April 12 – April 17

- **Monday – Friday** **7:00am-12:30pm**
- **Tuesday – Friday** **1:00pm-4:00pm**

Augustus Brown Swimming Pool – Swim Test Times April 12 – April 17

- **Monday-Friday** **6:00pm-8:00pm**

- The first offerings of swim lessons in spring/summer will follow a summer camp model, where the lessons are a scheduled every day for two weeks (Monday-Thursday) to increase the retention of skills learned. Operations will take a week break in between each session, during which registration for the next session will be conducted. This will also allow operations to move more children through the swim instruction process more proficiently than a typical 4-week lesson plan. Below is the tentative lesson schedule where the lesson will be scheduled in each retrospective time slot. Also, when CBJ swim lessons are offered again; the lobbies will reopen for guardians to watch their child, lobby tables will be socially distanced and masks will continue to be required when in the facility.

- **Registration Opens** : April 12 at 8:30am ONLINE ONLY
- **Cost**: \$64 (\$8 per class x 8 classes)
- **Max Capacity**: 50 participants per session (3-4 children per lesson: 1 Instructor)

Spring Session Pre-school Lessons April 19 – April 29

30 Minute Lesson

- **Monday-Thursday** **3:15 – 5:05pm**

Spring Session Youth Lessons April 19 – April 29

30 Minute Lesson

- **Monday-Thursday** **4:35 – 5:45pm**

Health & Safety Courses

- Health & Safety Classes will start in mid-late April including a lifeguarding course then CPR/AED Courses in May.

Full Lifeguarding Course

- **Registration Opens**: April 5 at 8:30am ONLINE ONLY
- **Course Dates/Times**: April 26, 27, 28 & 29 5:30pm-8:00pm
- **Cost**: \$205
- **Max Capacity**: 6 Participants
- **Location**: Dimond Park Aquatic Center

Fitness Classes

- Fitness Classes are set to recommence in early May after swim lessons and health safety classes start.



CITY & BOROUGH OF JUNEAU
PARKS & RECREATION DEPARTMENT POLICY MANUAL

| | | | |
|---|---|------------------------|-------------------|
| Policy No. | Title: Commercial Use - Swimming Lessons | | |
| Date Approved by Aquatics Board: | | Last Reviewed: | |
| CBJ Code: | CBJ 67.01.090(i) CBJ 67.01.080 | CBJ Regulation: | 11 CBJAC xx (TBD) |
| Purpose & Need: To establish and define standards for commercial swimming lessons in municipal aquatics facilities; to establish requirements and conditions for commercial swimming lessons; and to allow for the fair and uniform administration of commercial swim lessons. | | | |

Policy Statement: It is the policy of the CBJ Parks & Recreation Department to:

1. Offer aquatics programs and lessons that respond to community needs and meet high standards for training, quality, and safety.
2. Accommodate commercial use of municipal aquatics facilities, subject to reasonable conditions that seek to preserve their primary use and enjoyment by the general public.
3. Recognize that commercial swimming lessons offer a valuable option to customers, and help fulfill the mission of the Department.

Procedures

Notwithstanding the provisions of 11 CBJAC XX, the following procedures apply to all persons authorized by a commercial use permit to provide swimming lessons to the public:

A. General Operating Requirements

1. Scheduling & Facility Use

- Commercial Swimming Lessons shall be scheduled only during public open swim periods.
- Permittees must share the pool with other users and the general public and may not displace any other users. A commercial use permit does not grant exclusive use of lanes, locker rooms, or any other part of the facility.
- Permittees may not advertise their services within any aquatics facility or solicit business within any aquatics facility.
- Permittees may not take photographs or video activities within a municipal aquatics facility.
- Permittees and their clients must follow all facility rules, and comply with all instructions from facility staff.
- Permittees are responsible for the safety of their clients, and must remain with their clients at all times while in the natatorium.



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PARKS & RECREATION DEPARTMENT POLICY MANUAL

2. Certifications

At a minimum, all persons providing swim lessons or other instruction to the public in a municipal aquatics facility must currently hold the following certifications. The Aquatics Manager has sole discretion to accept or reject certifications provided by organizations other than the American Red Cross.

- American Red Cross Water Safety Instructor (or approved equivalent); AND
- American Red Cross CPR/AED for Professional Rescuers (or approved equivalent); OR
- American Red Cross Lifeguard (or approved equivalent)

Each person providing swim lessons must provide proof of certification at the time of application. A commercial use permit will be revoked immediately and without notice if such person fails to maintain current certifications, as required.

3. Background Investigations

All persons providing swim lessons or instruction under a commercial use permit must submit to a criminal background investigation. The background investigation will be conducted at the applicant's expense by a third-party vendor under contract to the Department. The permit will be denied if an individual has been convicted of a crime that, in the judgment of the Director, would preclude that person from providing swim lessons to the public. The application fee and background investigation fee will not be refunded if the application is denied due to the results of a criminal background investigation.

4. Sales Tax

All persons providing swim lessons or instruction to the public must collect and remit sales tax, as required by CBJ Code. Compliance with sales tax regulations will be verified with the CBJ Finance Department. Failure to remit sales tax as required will result in immediate revocation of the permit.

B. Facility Capacity & Scheduling

Commercial swim lessons may only be scheduled during public swim sessions. A permit authorizing commercial use of a municipal aquatics facility does not guarantee access to any municipal aquatics facility. Commercial use of municipal aquatics facilities is on a first-come, first-served basis, subject to the limits below. Permittees are responsible for coordinating among themselves to avoid overcrowding and other conflicts. The City & Borough of Juneau will not reserve time for commercial swim instruction. If permittees are unable to resolve a scheduling conflict, then all of the permittees will be denied access to the facility for the day.



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1. Augustus Brown Pool

- A maximum of two (2) commercial swimming instructors and a total of six (6) clients may use the lap pool simultaneously.
- A maximum of one (1) commercial swimming instructor and a total of three (3) clients may use the leisure pool simultaneously.

2. Dimond Park Aquatic Center

- A maximum of three (3) commercial swimming instructors and a total of nine (9) clients may use the lap pool simultaneously.
- A maximum of two (2) commercial swimming instructor and a total of six (6) clients may use the leisure pool simultaneously.

C. Insurance

Persons using municipal aquatics facilities for commercial purposes with a permit shall carry premises and products liability insurance in an amount not less than \$500,000. The insurance shall be issued by an insurance company licensed to do business in the state, and shall name the City & Borough of Juneau as an additional named insured.

Proof of insurance is required at the time of application, and must be maintained at all times during the permit period. Failure to maintain liability insurance as required will result in immediate revocation of the permit, without notice.

Liability insurance may be available through the City & Borough of Juneau at a nominal cost. Applicants should contact the Risk Management Officer for more information.

D. Fees

Permit fees are calculated to provide the City & Borough of Juneau a fair and reasonable return in light of (1) the cost of administering the permitted activity, (2) the impact of the activity on the facility and public, and (3) the value conferred on the user. Permit fees for swim lessons consist of the daily admission fee for the instructor and student, plus the following:

1. The **Application Fee** is based on the estimated staff time required to process a commercial use permit, including verification of certification, insurance, and compliance with sales tax regulations.
2. The **Background Check Fee** is the actual cost to the CBJ of conducting a standard background check through a third-party vendor.



CITY & BOROUGH OF JUNEAU PARKS & RECREATION DEPARTMENT POLICY MANUAL

3. The **Daily Commercial Use Fee** is calculated to provide the CBJ with a fair and reasonable return in light of the profit generated by the commercial activity. This fee is estimated at approximately 10% of the market rate for a single commercial swimming lesson.

In addition to these fees, commercial use of municipal aquatics facilities requires payment of the daily admission for each instructor and each client. Annual passes, CBJ employee discounts, punch cards, and other passes intended for personal use are not valid during commercial activities.

Fees (including admission fees) shall be paid to the Department by the 15th of each month for fees owed in the previous calendar month. All payments shall be accompanied by a completed activity report on a form provided by the Department and signed by the permittee.