AQUATIC FACILITIES ADVISORY BOARD
MEETING MINUTES
Assembly Chambers, March 9, 2011

I. ROLL CALL
Present: Tom Rutecki, Joyce Kitka, Catherine Pusich, Rosemary Hagevig, and Melissa Goldstein.

Absent: Robert Storer, and David Rogers.

Staff in Attendance: Sheila Fisher, Kim Kiefer, and Dora Joven.
Meeting was called to order at 5:06pm.

II. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
None

III. APPROVAL OF AGENDA
Rosemary motioned to approve the agenda. Approved as presented.

IV. APPROVAL OF MINUTES
Rosemary motioned to approve minutes from the February 5 meeting. Approved as presented.

V. ACTION ITEMS:
A. Dimond Park Aquatic Center Land Based Fitness Equipment
Advisory board members were provided a copy of a memo from Deputy City Manager, Kim Kiefer regarding a recommendation for land based equipment that would be located at the Dimond Park Aquatic Center. Kim touched base with all privately owned clubs in town via e-mail regarding type of equipment CBJ is recommending for purchase. The equipment would include stationary bikes, recumbent bikes, rowing machines, and swim specific equipment such as VASA. Fitness club owners/managers are supportive of this recommendation. Kim is requesting that the Aquatic Facilities Advisory Board recommend that staff purchase the equipment outlined in the memo. Rosemary motioned to support the memo from Kim.

Public Comment:
Jamie Bursell thanked the Board for opening up for public comment. She understood that having cardiac equipment for the Dimond Park facility was not part of the original plan. It is her opinion that it is not affordable for everyone to join a private health club and thus she supports the elliptical and treadmills. She did a count of pieces of equipment at various clubs and Pavitt’s has 16 treadmills, 9 ellipticals, and JRC in the valley has 13 treadmills, 16 ellipticals, and JRC downtown has 13 treadmills, and 14 ellipticals. Jamie did not feel having 2 treadmills and 2 ellipticals at Dimond would make a big difference in revenues for the clubs.

Max Mertz provided a copy of a memo from the Juneau Chamber of Commerce supporting the ballot measure in 2007 for a valley community pool. The Juneau Chamber supported the measure with the following caveats:
1. The Alaska Department of Education and Early Development reimburse a portion of the construction costs.
2. The same community group that has developed the pool plan should be involved in determining the final design for the pool and the best means for operating the combined CBJ pools, including private entities. Max said that the pool should not be directly competitive with local business. CBJ needs to be respectful to their concerns. Tom asked Max if he had any recollection as to what the consultant’s ideas about equipment were. Max answered when Sports Management was hired the focus was for components that were possible additions to the pool. Land-based equipment was not discussed. Joyce asked Max his feelings on the memo provided by Deputy City Manager Kim Kiefer. Max responded that Kim should be commended. He knows that JRC and Pavitt’s owners are happy with the decisions being made. Catherine said she appreciated that Kim reached out to the business owners but she believes that this was supposed to be a community facility and we have not heard from the community but from only 4 business owners and to her this is not acceptable. She has talked to every community member she had thought of since this came up at the last meeting and people she has talked to are shocked that there will not be any cardio specific equipment. Catherine believes this to be a family center and not every family member swims and there should be multiple things to do. Families that will utilize the new pool may be from low income housing and are unable to afford to join a gym. Four pieces of equipment would not impact the business owners. Melissa Goldstein agreed with Catherine. She had also gotten feedback from the community expressing that there should be cardio equipment at the new facility. Rosemary wanted to commend Deputy City Manager Kiefer for doing the outreach that she did and if this was a high priority issue on the citizens’ agenda that we would have heard from more people tonight. Tom Rutecki also agreed that he didn’t see that 4 pieces of equipment would make a difference. He also doesn’t see the pool going out and purchasing more equipment either. He was on the PRAC and heavily involved in promoting the vote for the first pool. The reason it failed was because it was a multi-use facility. Tom supports the Deputy City Managers recommendation. Motion passed, 3 yes, 2 no.

VI. INFORMATIONAL ITEMS:
A. Follow up on Head Lifeguard Letter
Kim and Sheila met with the Head Lifeguards following the last Aquatic Advisory Board meeting. Kim apologized for the actions of management and the lack of communication. Kim touched based on the issues in the letter submitted by the Head Lifeguards. The Head Lifeguards asked Kim to take a look at the log book and she did and found that there were issues that needed to be addressed and were not. Kim believes that there was lack of communication and apologized to the staff at the pool. She now feels we are moving forward in a positive direction. Schedules have been adjusted so that lifeguards will not be in the building alone. Only trained staff will be allowed to put chemicals in the pool. Kim stated that since there were Head Lifeguards present at this meeting that the board should ask them their opinion. Thea Howard stated that she agrees with Kim. The Head Lifeguard meeting was productive and communication has improved since the meeting. Things are improving and the new Pool Manager Daniel is doing great so far. Joyce commented that hopefully in the future with a good relationship that it ends at the staff level and doesn’t have to come to the Aquatics Board. Thea agreed that she does see a brighter future ahead. Kim reported that Shawn Tucker, Dimond Park Pool Manager, resigned his position effective March 18. Daniel Chase has agreed to move to Dimond Park Aquatic Center. Staff has asked Dave Lewis to come back in a short term position. Staff is moving forward with filling the Aquatics Manager position. There were nine applicants. Rosemary asked if the positions are advertised nationally and
locally. Kim stated that they were. Rosemary shared that she has gotten asked why CBJ had to leave the community to find applicants qualified for positions. Rosemary just wanted CBJ to know that there is a lot of interest in local hire. Kim and Sheila both agree that we need to set up a system and a structure within the organization to build on positions so that the Department grooms their own, right now that system is not in place and that needs to be addressed.

B. Pool Information
Board members were provided handouts pertaining to budget timeline, operations, schedules, revenue, staffing, and organizational charts for both aquatic facilities. Kim gave a presentation pertaining to all aspects of the information. Rosemary thanked Kim for providing this detailed information.

Public Comment: Max stated that the Augustus Brown Swimming Pool starting closing on holidays about a year ago due to budget reductions. Max asked if the same would be implemented at DPAC. Sheila stated that money had been budgeted for overtime to allow for DPAC to be open on most holidays.

Tom asked if the schedule would involve operating the water slides during the day when kids were in school. He didn’t feel this would be cost effective. Kim stated that the schedule is still a work in progress, but board members were provided copies of the White Horse Aquatic Center schedule as a point of reference. Not all recreation components would be available in the middle of the day when there would be low usage but special groups would be accommodated. There will always be lap lanes open and the schedule will be adjusted to the needs of the community. Rosemary stated that the Juneau School District Learn-to-Swim program will be a critical component. Joyce reported that swim lesson program is still being developed. Joyce also had a request from the alternative high school requesting time for PE classes. Kim reported the schedule at DPAC will differ from what is currently at AB pool. It will be very important to have cashiers and/or Administrative Assistants available at all times. Rosemary asked about the duties of the Administrative Assistants and why there is a need for one at each pool. Kim answered that the Administrative Assistant job is support to the Pool Managers and the Aquatic Manager. Job duties would include but not limited to: writing letters, collecting information, first point of contact, collect revenue numbers, schedule swimming lessons, book private rentals, schedule birthday parties, and some marketing.

Public Comment: Thea said that parking at AB pool was difficult particularly around 5:30 p.m. when GSC is ending and lessons and lap swims are beginning. She would appreciate seeing a 15 minute window built into the schedule to allow for patrons to clear out and leave room for the next group coming into the facility. Thea encouraged the Board to keep those things in mind as well as their personal experiences at the pool when looking at the scheduling because it really does impact customer service. The pool staff advocates for the Administrative Assistant position at both facilities because it’s nice for the public to have a consistent face from a customer service stand point. It’s good to have a front desk person who is consistent and knows the everyday routine. Tom stated that the Board should not have to worry about scheduling and for staff to keep these items in mind when working on scheduling the facilities. Kim confirmed that staff will be developing the schedules and they will take this information into consideration.
Kim gave a short history of the Glacier Swim Club and asked if audience members had any more specific information, to please provide input. GSC began operation at the same time as AB pool. At that time, the City paid for a part-time coach for GSC and a position was split between the AB Assistant Pool Manager and Head Swim Coach for GSC. A number of years ago during negotiations with GSC it was determined that the City would pay for ½ of a full-time head coach position. This amount would be awarded to GSC annually and set at a range 12, Step C plus benefits. GSC would hire their own full-time coach and the City would hire a full-time Assistant Pool Manager rather than this being a split position. Kim believes this arrangement has worked out well for both parties. CBJ has continued to fund that commitment that was made by the Assembly in 1973.

Rosemary asked when the City began working on the FY13 budget if the Board will have more data in front of them that shows what has worked well, what has not worked well, and to provide opportunity for discussion. Kim suggested the Board begin looking at this information in December as the budget will need to be prepared and submitted by February.

Joyce asked if rates have been set for DPAC. She is thinking the $8 per person would be expensive for a family to attend. Kim explained that the rates for DPAC are day passes. Catherine asked if there will be just a lap pass. This would meet the needs for lap swimmers. Catherine is encouraging CBJ to look into a lap pass. Joyce asked what the capacity is for AB Pool; Sheila answered 45 in the recreation pool and 80 in the lap pool. At DPAC the capacity is 114 for the recreation pool and for the 101 lap pool.

After going through all the information on the agenda, Kim asked board members if they had questions or other information that they would like address. Rosemary stated that the information that was given was very helpful and thanked Kim for her efforts. Tom stated that Kim did a great job and wished the Board had been presented the information when they first started meeting back in October. Kim apologized for not getting this information to them sooner. Kim said if they had questions to please feel free to email Kim or Sheila.

VII. UPDATE ON AQUATIC MANAGER POSITION
Sheila is working on putting together the interview team. She wants to develop an interview panel consisting of individuals the Aquatics Manager would work with on a regular basis. The team will consist of:
Sheila Fisher – Recreation Superintendent
Brent Fischer – Facilities Maintenance Superintendent
Kim Kiefer – Deputy City Manager
1 Recreation Division Manager
1 Representative from GSC
1 Representative from Aquatic Facilities Advisory Board
Tom asked that if anyone on the Advisory Board is interested in serving on the interview team to please e-mail Bob Storer. Rosemary asked if there would be an Assessment Center. Kim reported that we didn’t know yet, the process was left open-ended depending on how well applicants did during the first round of interviews.

VIII. NEXT MEETING
The next meeting is scheduled for Wednesday, April 13. Dora will send out location information.

IX. BOARD COMMENTS

Catherine – Nothing

Melissa – No additional comments, just that she is going to have to step away from the Grand Opening Committee.

Joyce – Asked if the Advisory was reporting to the Assembly? Kim reported that it is this Monday, March 14. Tom and Bob will report. Joyce also applauded Kim’s efforts.

Rosemary – Agrees that the Grand Opening should happen before school lets out. She also has conflicts with the date for the next Grand Opening Committee meeting. Sheila will talk to Kristi to look at other times that will work.

Tom – He would like to Kim and Sheila for the things they have done so far. Tom wanted with the support of the Advisory Board to email the Assembly letting them know of the action that was taken at this meeting. Kim said she didn’t think that this was necessary since the Aquatics Facilities Advisory Board is reporting to the Assembly on Monday, March 14. She did recommend that Tom find out how often and in what format the Assembly would like to get their reports from the Aquatics Facilities Advisory Board.

X. FUTURE AGENDA ITEMS
Tom suggested board members email Bob agenda items for the next meeting.

XI. ADJOURNMENT
The meeting adjourned at 7:09p.m.