I. Call to Order meeting called to order at 12:02pm

II. Roll Call
Members Present: Chair Loren Jones, Kim Kiefer, Patty Collins, Josh Anderson, Bruce Garrison (alt), Matt Boline, Pam Leary

Members Absent: Mike Stanley

Staff/Others Present: Diane Cathcart, Mayor Sanford, Assemblymember Jerry Nankervis, Matt Lillard, Brent Fischer, Lauren Anderson, Myiia Wahto, Lindsey Brown, Jim Hall.

III. Approval of Minutes the October 2, 2014 minutes were approved with minor corrections to reflect Eaglecrest loan from CBJ getting paid off in FY14 and reference to instructor’s pay.

IV. Discussion on Parks and Recreation, and Eaglecrest Presentations from last meeting; and the questions that arose from those presentations.

Chair Loren Jones noted the various handouts that were given to the members. Public Hearings were discussed regarding finalizing dates, time of day, location.

The task force went through the questions Patty Collins had submitted (questions/answers summarized):

From a City Management/P&R point of view, gas there been any negative sides to having Eaglecrest managed as an Empowered Board?

Overall doesn’t appear to have a negative impact. Eaglecrest Manager is part of the Leadership Team which encompasses all CBJ Department Directors. Questions, complaints, compliments coming to Parks and Recreation or the City Manager get passed forward to Eaglecrest management.

How does P&R consider/gather information regarding public/user needs in regards to Treadwell management?

Loren Jones asked if that would be the PRAC. Brent Fischer said no it would be the Treadwell Manager’s job. They meet with the user groups, and emails/calls from the public requests. Brent Fischer said it was very frontlines through the Treadwell management than following the chain of command from Lauren Anderson to Myiia Wahto, Recreation
Superintendent, to Brent Fischer, P&R Director. Loren Jones followed up asking how often the PRAC take any input or discussion on Treadwell, or initiate discussion. Brent mentioned that not really for Treadwell or other facilities; they are not involved in the level of approving fee schedules. PRAC is tasked with looking at the bigger picture of Parks and Recreation, new projects, sounding boards for controversial issues, and public forum for which the public can weigh in on any major changes. Patty asked for clarification that it was the Treadwell Manager, and Superintendent who decides the fee structure or schedule. Brent said that was correct, they look at will the market bare it, what other communities charge, will it be a positive change within the department, managers communication with the user groups.

Loren Jones asked Matt Lillard how Eaglecrest does it. Matt said it starts with staff, moves to the Finance Board of Eaglecrest, than the full board for approval. Kim Kiefer asked Matt how Eaglecrest gets feedback from the public, are they proactive to the public that isn’t part of a user group, is there a public satisfaction survey. Matt Lillard said they have done a public survey every spring for the last 4 or 5 years, and use those results get shared with the board. Also, board members have their contact information on the Eaglecrest website for people. Bruce Garrison mentioned that as a board member, he gets tapped at the chairlift, and he’ll listen and also let that person know they should contact the ski area manager. Lauren Anderson mentioned that currently there is not something in place such a survey; listen to public comments during an open skate, or through emails, and phone calls. Treadwell has been able to implement several requests from public users.

**How does Parks and Recreation decide CIP’s for Treadwell?**

Loren Jones requested that both Brent and Matt discuss how they go about CIP decisions. Brent said there are two areas from which they start from. Building Maintenance takes care of all the recreation facilities and most CBJ facilities, when going through their daily checks of facilities, Building Maintenance will make note of bigger ticket items that should be put on the CIP list and notify the Building Maintenance Superintendent who communicates that to the P&R Director. The second is through direct information from staff which gets bumped up through the chain of command. Brent reviews all the CIP’s within Parks and Recreation, priorities set and forwarded to the Engineering Department to be incorporated into the full CIP list for CBJ.

Matt Lillard said the CIP list starts at the staff level with discussions within the Director’s Team, look at what projects are laid out the master plan, input received from the public, and board members. The CIP list goes to the Eaglecrest Finance Board for review, than gets forwarded to the full board for review and approval before getting forwarded to
Engineering to get incorporated into the full CBJ CIP list. So both
departments’ CIP’s end up in Engineering; Engineering submits the list for
review to the City Manager’s Office, forwarded to the Finance Committee,
and finally Assembly for final approval, with the projects prioritized over
a 6 year period. Loren Jones asked if both P&R and Eaglecrest pay into
the equipment replacement fund through forward funding. Matt said
the groomer machines and larger pieces of equipment are in the equipment
replacement fund so there is money when needed. Brent mentioned that it
brings stability to a budget when you can forward fund equipment
replacement for the facilities. Matt Lillard said their CIP is a mix of new
and big projects, and deferred maintenance, some of the bigger
maintenance that rolls over from year to year.

Review of the staff schedule that coincides with ice schedule?
Lauren Anderson handed out a sample schedule that included the
employee based on position and what their FTE is, and their wage.
Lindsey Brown will forward a final staffing schedule to Di for distribution
to the task force before the next meeting. The task force reviewed the
handout and had many questions for staff. Discussion was had on the
breakdown of the FTE’s and what exactly that meant as there seem to be
some confusion. Matt said that Eaglecrest does their staffing differently.
Out of 110+ employees there are only about 12 or 13 that would need to
work due to what’s in job description, the rest fall under the Eaglecrest
Limited Category, work when works to be had but does not have to meet a
certain amount of hours. Loren asked if Eaglecrest had a bottom line for
staying open with a specific amount of people, Matt said yes but they
adjust when needed, if they need to close a lift because they are short staff
they will in order to stay within expected business and safety levels.

Patty asked, since an employee can’t work over a certain amount of hours
in a season, depending on their FTE’s; does that mean Treadwell is
guaranteeing that amount of hours to those people. Lauren said they try to
the best they are able. Patty followed up with if the evenings don’t have
rentals do you send employees home? Lauren said yes, depending on the
individual, if it’s a fulltime employee there is still plenty to do, such as
cleaning glass, so they would stay and work.

Diamond Park Feasibility Study mention about refrigeration heat recovery
system sufficient to handle other loads; is the heat from the Treadwell
refrigeration system at Treadwell being used to heat other areas of the rink?
Was Wind generation looked at as an option considering Treadwell’s location?
Brent Fischer said that Treadwell started as a bare bones facility, costs
were held down to complete the facility, and these alternative systems are
expensive to put in, the payoffs there but at the time focus was on keeping
costs down. Treadwell does not recover any of the waste heat of off the
compressors; the heated areas could be looked at for possibly have some
heat recovery. As for a wind generator it’s a great idea, Brent said he would be happy to run numbers with Engineering. There is a boiler there that runs certain components of the facility along with heat coils above the bleachers that are costly to run. Kim, when the ice rink was looked at being at Dimond Park with the pool, heat recovery was looked at but dropped once it was decided to move the rink to Douglas. Patty said it would be a potential to look at CIPs that would pay off eventually. Patty, is there insulation between the cold spaces and the warm spaces? Brent said, as far as good/common building practices, yes those were followed.

**What’s the cost recovery other P&R facilities?**

Much discussion was had regarding what Treadwell could do at current levels, if everything stayed as is, could Treadwell’s cost recovery increase. Pam Leary asked what the maximum Treadwell could be at for cost recovery if everything was rented, is it possible, what’s acceptable. Brent said Treadwell can make the schedule to reflect anything they want to as long as it is funded for the expenditure side; if it went beyond that they would need additional funding since they only look at what they’re budgeted for. Pam asked, if Treadwell were to operate at what they felt was capacity is that something achievable and still have a sufficient cost recovery. Brent replied that is it achievable is based on the three main user groups. User groups are the ones that pay the lion share of the costs, and looking at the declining membership and costs the question goes back to the user groups and whether they were able to fill those gaps. Matt Boline asked for clarification regarding the 51-52% cost recovery was really good for publicly owned ice rinks for Alaska, which sounds like we’re doing a really good job, so given the current budget and staffing needs, can the ice rink operate at Eaglecrest 70%? Brent replied that looking at options, user fees, incentive for school groups, changes in staffing structure. Pam, have you been told what an acceptable cost recovery is? Brent, no one has been told that 51% is unacceptable; people have said we aren’t running it as a business and I would challenge to say we’re a nonprofit business that provides a service to the community that is subsidized by tax payer’s dollars. Recreation facilities are not there to make money unless they are wholly supported by user fees for the most part and I don’t think this community can support that. As far as Juneau Community Foundation, they typically give money as grants. Brent gave the example that if the ice plant blew up they could request money from the JCF, that money would be appropriated through the Assembly.

Matt Lillard mentioned that the money given to Eaglecrest from the Corbus family has to go towards directly to operating Eaglecrest. Bruce Garrison mentioned that the JCF just holds money and passes it on. There is the Eaglecrest Foundation which is a separate 501c3. Loren Jones said the BRH Foundation does a similar thing; along with Friends of the Library which is also a 501c3, another way to support a facility.
Matt Lillard said the 70% cost recovery was a goal he inherited and it’s a good goal to shoot for. Eaglecrest tries to build budgets around that number, and any excesses can go into reserve.

The Mayor mentioned that the Eaglecrest board has been asked by the Assembly to look at all options to look at bringing the number up as much as they can.

Brent said the only cost recovery he thought was given a target was for the Dimond Park Pool, the SMG comparison report mentioned possible ways but those weren’t followed because those recommendations didn’t follow a realistic Juneau model.

Pam asked what other revenue possibilities have been looked at for Treadwell, such as the concession room? Brent said he is looking into naming rights for Treadwell, just like the Wells Fargo Field House, don’t think Brent’s constrained by the City, and just have to make sure a policy is in place. Lauren said they have been looking at options for the concession space, and it’s a work in progress. Matt Boline asked if there were any restrictions for having a vendor in the concession area. Brent said there was not, there is already a vending policy in place for Parks and Recreation.

Josh Anderson said we need to start looking at the broader picture, will an empowered board versus Parks and Recreation be more of a benefit to the city; and look at the limitations versus getting bogged down into the details. Brent said Lauren is looking at a fee schedule for renting the lobby. Lauren said she is working with ORCA to build an adapt-a-skate program. Lauren went into more detail regarding staff scheduling and reasons for having two people in the facility, and that it’s industry standard to have an office staff and a zam driver both in the facility for safety.

It was stated that summer closure of the facility would reduce costs by $50,000. How much of this reduction is a reduction in building operation costs and how much is staff costs?

Lindsey Brown, P&R Administrative Office will pull those numbers together before the next meeting.

CBJ FY15 adopted budget has a section listing “decrements” in regards to Treadwell staffing schedule, what are they representing?

Brent said that when looking at the staffing schedule listed in the budget book, if you look at the total amount of FTE hours which is also the last question on Patty’s list, the budget information that was printed in the budget book is incorrect, some of it is correct some of it is incorrect. In referring to the decrements, if you look at going from a twelve month
Treadwell to a ten month that would be that staffing component that reflects those FTE’s, so those decrements are a minus from a subtotal let’s say, the decrements or the closure of the two months and then a final grand total of the FTE’s. The information from last week was half right half wrong. Patty Collins asked if the decrements were basically reflecting the payroll savings from the two month closure. Brent said that was correct, and the FTE, full time equivalent. Brent said as for the hourly wage, P&R will submit the final of what it has for the staffing schedule which would give an hourly breakdown with full wages and total costs. Also P&R will provide a cost recovery of all facilities minus the City Museum since that has since moved under the Library.

V. For the Good of the Order
Loren Jones said he will start pulling all this together and start posing the questions that can help answer questions the public may come up with.

VI. Adjournment meeting adjourned at 1:27pm