AQUATIC BOARD  
Thursday, August 6, 2015  
Dimond Park Aquatic Center - Event Rooms – 3:00 p.m.  
MINUTES

A. Call to Order at 3:03 p.m. by acting Chair, Max Mertz.

B. Members present: Beth Weldon, Tom Rutecki, Greg Williams, Ritchie Dorrier, Pat Watt, Joe Parrish (Telephone)  
   Member absent: None
   Staff present: Kirk Duncan - P&R Director, Julie Jackson - Aquatics Manager, Daniel Chase - DPAC Pool Supervisor, Anna Bumgarner – United Pools Consultant
   Guest Present: Loren Jones, CBJ Assembly Member

C. Agenda Changes – none.

D. Approval of Minutes – Wednesday, July 22, 2015; T. Rutecki recommends to amend minutes: Anywhere reads “G. Smith,” should read “G. Williams.”  Motion to approve minutes with amendments by R. Dorrier; no objections.  Minutes of July 22, 2015 are approved with amendments.

E. Public Participation on Non-Agenda Items – None.

F. Committee Work/ Director’s Report - Kirk Duncan

   • Finance Committee Discussion - K. Duncan elaborated on provided revenue and expense documents – also projected onto screen.  L. Jones provided historical information.  Discussion.  
     Committee specific questions/ projects:
     • Overall analysis of revenue and expenses. Determine if there are items which may need further examination (e.g. personnel costs, energy management, etc.).
     • Obtain other expenses such as building maintenance, indirect costs, and in-kind.
     • Determine whether and how to include building maintenance, indirect costs, etc. in cost recovery.
     • Compare cost recover to similar models in other communities.
     • Identify best practices on free structure, develop policies (similar to Boise).
     • Determine best accounting structure for Aquatics – should there be a separate fund?
     • Next Finance Committee Meeting scheduled for 4pm on Thursday, August 13, 2015 at Dimond Park Aquatic Center

   • Marketing Committee Discussion.
     Committee specific questions/ projects:
     • Assist in developing and implementing new fee structure.  Action items include:
       • Identify “sellable products”
       • Examine data of current and past users
       • Determine how to “grandfather” in current pass holders and others who have paid into the future.
       • Determine when and how to roll out/market new fees.
• Establish guidelines for corporate participation
  • Cooperative agreement with Alaska Club and/or Pavitt’s
  • Wellness programs for employees and families
  • Possible recruitment activities for corporate participation
  • When guidelines are drafted, include CBJ Law Department
• Assist in establishing guidelines for renting of facilities after hours: fees, staffing, minimum advance notice.
• Determine a liaison with school district.
• **Next Marketing Committee Meeting to be determined. Committee Lead (G. Williams) will coordinate with committee members to determine next meeting date - Anticipated for the beginning of September.**

• **Operations Committee Discussion.**
  **Committee specific questions/projects:**
  • Assist in developing strategies for staffing. Issues include: full-time, part-time, <15 hours/week; overall staffing (recruitment, training, retention)
  • Assist in identifying user groups, numbers, programs, schedule, including schools, GSC, lessons.
  • Examine energy management at DPAC – including heat recovery system and electric bills (look at electric projections from construction phase)
  • Another diving board at DPAC
  • Scoreboard at DPAC
  • AB Maintenance and improvements identified on page 5 of Executive Summary in report; identify schedule for completion and source of funding.
• **Next Operations Committee Meeting scheduled for 4pm on Monday, August 17, 2015 at Dimond Park Aquatic Center.**

G. **Board Comments** -
  B. Weldon asked clarifying question regarding FY11 & DPAC.
  R. Dorrier confirmed upcoming Board Meeting Locations.
  M. Mertz discussed the Board’s role and relationship with staff; mentioned 1% in 2017 and the formation of a possible ad-hoc group. Next meeting on 8/18/15 changed from 4:30 to 5pm.

H. **With no additional business before the board, M. Mertz adjourned at 4:55 p.m.**
Proposed Next Board Meetings: 3rd Tuesday of Each Month:
  8/18/15  Room 224  5pm
  9/15/15  Chambers
  10/20/15 Room 224
  11/17/15 Chambers
  12/15/15 Chambers
  1/19/16 Chambers

*Minutes respectfully submitted by J. Jackson on 8/13/2015.*