

City of Calistoga COMMUNITY POOL ADVISORY COMMITTEE



Members: Kerry Eddy
Lindsey Richardson
Shirley Blomquist
David Moon-Wainwright
Olivia Lemen

MEETING NOTES Thursday November 8, 2012 10:30 am Calistoga Community Center 1307 Washington Street

1 **The meeting was called to order at 10:35 a.m.**

2 Members present included Kerry Eddy, Lindsey Richardson, David Moon-
3 Wainwright, Shirley Blomquist, and Recreation Manager Olivia Lemen.

4
5 **September 13th minutes**

6 Left off one additional agenda item recommendation – to make sure the Activity
7 Guide is translated into Spanish. Member Eddy made a motion to approve
8 minutes, 2nd by Member Moon-Wainwright – Passed unanimously.

9
10 **Public Comment**

11 None

12 **Review and discuss the CPAC Bylaws**

13 This agenda item came from questions/requests at last meeting regarding the
14 roles of the committee. Manager Lemen mentioned that the committee has been
15 operating informally for years but did have very clear and directive bylaws. The
16 committee decided to officially nominate and vote a Chair and Vice Chair at the
17 next meeting. Also, it was noted that the bylaws provided no clear direction about
18 who created agendas and prepared packets for the CPAC meetings. It was
19 discussed that this role should fall to the Chair with support from the Secretary (city
20 staff). This bylaw amendment/clarification will be brought before the committee at
21 the next meeting. There was discussion about the difference between the
22 committee making recommendations to staff vs. directly to City Council.
23 Recreation Manager mentioned that the City Council has provided direction and/or
24 passed resolutions authorizing the City Manager or designee to make decisions
25 regarding the pool. The committee requested to have copies of these for
26 reference. There was also discussion about whether there should be a city council
27 member on the CPAC. Manager Lemen will present the idea to the City Manager
28 for further consideration. Additional discussion about regularly presenting CPAC
29 progress to Council to ensure that the pool stays in front of them and in their
30 minds. It was suggested that CPAC attend the December 18th meeting when
31 Manager Lemen will be presenting the end of season report.

32 **Review and discuss Community Pool Final Usage Numbers for 2012**

33 Committee Member Eddy asked for clarification on the purpose of the data and
34 what it was used for. Manager Lemen said that the data is useful especially in
35 conjunction with comments and feedback from the survey in helping to determine
36 whether issues/requests are widespread or independent requests. Also, when
37 determining which programs to keep or modify for the upcoming year, the daily
38 attendance is helpful to review. This information will be used during future
39 discussions regarding pool season extension. It is noticeable that the numbers in
40 both the pre- and post- seasons are dramatically lower. There is a small core
41 group who account for the majority of the off season usage. Creating programs
42 to expand this group will be critical for the long range viability of the pool
43 seasons.

44 **Review and discuss Community Pool Survey for 2012**

45 Disappointment was expressed at the low survey participation. The committee
46 discussed whether people aren't filling it out because this is the 4th year and they
47 feel they have done it before, or frustration because their feedback hasn't been
48 heard, or people are happy with the program and don't feel the need to
49 contribute. Also, it was suggested that the political season had a factor in low
50 participation. Recreation Manger mentioned that all of the safety issues have
51 been noted. Seeing that there was temporary leadership over the pool this
52 summer, there are some issues that will be resolved purely by having consistent
53 leadership for the upcoming year. It was suggested that any safety issues
54 noticed during the season should be reported to leadership right away. Member
55 Moon-Wainwright suggested a sign be posted which gave a phone number/email
56 to report concerns immediately.

57 Also, the suggestions regarding the swim lesson program have been noted and
58 will be addressed by a new staff training program which is being developed
59 during the off season. Most concerns had already been identified by staff as
60 well. Member Eddy suggested that the idea of a longer window for swim lesson
61 registration be considered to encourage early sign up.

62 The committee ran out of time to thoroughly review the remaining comments and
63 have tabled the discussion to next meeting.

64 **Future Agenda Items**

65 Vote Chair and Vice Chair positions and make bylaw amendments

66 Continue Survey discussion and respond to feedback

67 Pre- and Post- Season financial viability for the 2013 year and various funding
68 options (Member Moon-Wainwright requested to review PGE costs for pool)

69 St. Helena Measure C impact on Calistoga

70 **Adjournment**

71 The meeting was adjourned at 11:40 a.m. to the next meeting of the Calistoga
72 Pool Advisory Committee which is on December 13, 10:00 am.