



1603 22nd Street
Anacortes, WA 98221
360-293-0673 (phone)
360-299-2953 (fax)

MINUTES

Regular Meeting of the Board of Commissioners
Fidalgo Pool and Fitness Center
Thursday, August 4, 2016, 5:30 p.m.

CALL TO ORDER

The meeting was called to order by Commissioner Andrew Olson at 5:33 p.m.

Commissioners Present: Pam Taylor, Jeremy McNett, Mel Larsen, Andrew Olson,
David Way

Staff Present: Marilyn Stadler, Carla Bigelow, John Little, Cheryl Thomas, Jason Hunter

Guests: Annette Devoe, David Thomas

APPROVAL OF MINUTES

The Regular Board of Commissioners' minutes from the July 7, 2016 meeting were reviewed.

MOTION: A motion was made and seconded (TAYLOR/LARSEN) to approve the minutes from the July 7, 2016 meeting. The motion passed unanimously.

APPROVAL OF VOUCHER(S)

07/27/2016	\$77,290.67
TOTAL	\$77,290.67

MOTION: A motion was made and seconded (OLSON/WAY) to approve the voucher as submitted. The motion passed unanimously.

PUBLIC COMMENTS/CORRESPONDENCE

Tell Us About It" Summary

We had eight "Tell Us About It" forms and one email since our last Board of Commissioners' meeting. A summary of the comments is below:

1. I've been coming to the pool for very many years and the pool aerobics is very important to my health. Basically there are 35-40 of us M, W, and F from 7:30 to 8:45. We fill the shallow end of the pool and crowd in anyone who is late. When we are doing aerobics, there are also lap swimmers; add 4 lanes and 10-20 lap swimmers and it seems to be your busiest time for the pool. I am very happy for and understand how critical your summer youth program and the swim team are to the community. I support them. But, I also see the need for this water aerobics program open to all, but populated almost 100% by the sixties and seventies crowd. In the summer we literally bump into each other - I encourage you to come and see what the crowding problem is about. Friday the swim team (assistant) coach just basically pushed us aside to add a 5th lane to his practice area. Today, Monday, was much the same except, I and about 10 others politely declined the request to move out of the swim team's way, so they could add a 5th lane to

the 4 lanes already separated for them. We could not help but notice for the first half hour they only had 4 swimmers and 4 lanes in which to practice. Starting at 9 am Carla's class has only 15-20 in it and she was glad to give them a 5th lane and they did today... seemed to work well. I urge you to take a look for yourself WED at 7:30 to 8:45. Please, arrange a reasonable solution so poor Kristen, our instructor, does not have to stand up to a very mad swim team coach. I'd be happy to confer on the subject if you'd like. (Referred to Aquatics and Fitness Manager).

2. In the 7/11/2016 morning aerobics, they were attempting to put in an extra lap lane during the class. There were 5-8 persons in aerobics being pushed into the class for a lap lane at 8 am. Often no lap swimmers are around. The team (assistant) coach can wait until 8:20 am when the class is over. (Referred to Aquatics and Fitness Manager).
3. On 7/11/2016, there was a swim team (assistant) coach, few swim team members and a large exercise class. The (assistant) coach tried to take a lane away to give team more lanes and compress exercise 40 plus members into a much smaller space. (Referred to Aquatics and Fitness Manager).
4. Music and water in weight room.
5. I would love more lane swimming on the weekends. I know you need to balance adult swim and kid swim; however, those of us who work and want to swim for fitness on the weekends have only a very small window of opportunity. Please consider leaving one lane open for lane swimming for adults on the weekends.
6. Weight class for women in the gym, using free weights. (Referred to Aquatic and Fitness Manager.)
7. Would like it posted in fitness center limits on cardio machines. There is supposed to be a 20 minutes limit. We have limited amount of machines and it is a courtesy to only use them for short periods of time. Also before they use machines, patrons should be given this information. Thank you. (Referred to Aquatic and Fitness Manager.)
8. I began using the pool and gym service three weeks ago and I want to compliment the aqua-aerobic instructor. She's pleasant and easy to follow in her demonstration of exercises. The large number of people in attendance is proof section is too small for the number of people in the class. Can something be done about this situation? Is it possible to schedule a second class at another time? When I took a combo pool membership, I intended to use the gym equipment as well. At the front desk, I requested a show and tell introduction to the gym equipment and was informed that Carla had that responsibility. Approximately three week ago, I left my first message for her at the desk, and again, two weeks ago, and still I've had no response. Thinking about the missteps in this situation, I wonder if this beautiful new gym has been properly introduced to the members and even to the town's people. When you consider the cost of the building, the equipment and the risk of accident while using the gym, it seems logical that a full-time and experienced instructor is needed. I look forward to hearing from year. (Aquatic and Fitness Manager Carla Bigelow didn't receive messages regarding an equipment orientation. She immediately called patron after she received this note and scheduled and conducted an orientation with the patron the next day. Fitness center staff members are in and out of the fitness center throughout the day. Regarding scheduling another water aerobic class, there are several other classes that are available at different times during the week. The patron prefers attending a class instructed by Ms. Fors, who is only available at the times she is currently scheduled.)

9. I'm unhappy that you are closing the fitness center during August. I've paid my trainer Kyle for services and this is interfering with my fitness goals. I may drop my membership here due to this.

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- The summer team is going very well. Jason has heard only how much fun kids are having in the program. Jason is hoping to get a number of new kids and families into the fall program.
- Jason took 14 swimmers to Long Course Champs. The team dropped time in 40 out of 46 races, an 87% success rate. Jason is very happy with how the swimmers competed at their champs meet.
- At this time 7/16, Jason has not finalized the high school contract for 2016-2017. He has sent Erik Titus the draft for the contract and has not heard back. Jason has sent three emails and has called Erik once. No response, Jason is hoping by the time the commissioners meet something will have happened.
- August 6th is our Splash-n-Dash from 8am to 10:30, this is a great youth event for our community and Jason is looking forward to watching the kids have a great time in the event.
- The TAC Board is purchasing \$6,000 worth of new yard lines for the TAC program.

Aquatics & Fitness Report – Aquatic & Fitness Manager Carla Bigelow

- **SilverSneakers®:** In May 2016, 201 out of 744 enrollees participated for 1,421 visits. In June 2016, 197 out of 747 enrollees participated for 1,338 visits.
- **Silver&Fit®:** In May 2016, 4 out of 10 enrollees participated for 26 visits. In June 2016, 4 out of 12 enrollees participated for 39 visits.
- **At Your Best®:** In May 2016, 28 out of 45 enrollees participated for 222 visits. In June 2016, 30 out of 47 enrollees participated for 252 visits.
- **AQUATICS**
 - **Swim Lessons:** We are currently in Session III of summer swim lessons. There are approximately 90 children enrolled in lessons this session. Session IV registrations are on track. Assistant Aquatic & Fitness Manager (AAFM) Jillian Dees and Aquatic & Fitness Manager (AFM) Carla Bigelow will be taking registrations for Session IV over Shut-down.
 - **Recreational Swim:** Recreational Swim has had good attendance over the summer. Swinomish Tribe has brought their youth over several times for afternoon Recreational Swim. Whatcom YMCA brought a group of about 70 youth and counselors from their Adventure Camp on Wednesday, July 27.
 - **Fitness Classes:** Classes have settled in to the summer schedule. The talking issue has also settled down a lot - with fewer reminders necessary. CardioSUP session 2 has one enrollee and has had a few drop ins. Instructor McFarland has adjusted the schedule and will be working with the enrolled patron individually to complete her class sessions. Instructor McFarland wants to continue to try to build this program.
 - **Community Events:** AFM Bigelow and AAFM Dees manned a booth at Splashtacular on Thursday, July 28. They shared information on properly choosing and wearing lifejackets, swim lessons, Splash & Dash, and general water safety. There were approximately 300 - 400 children and adults at the event.

- **Ollie:** Maintenance Manager (MM) John Little reports that Ollie has only a few more uses. Dizzard Company, which manufactures the inflatable, has a \$3500 comparable inflatable. Colors could be customized. AFM Bigelow and AAFM Dees are also looking into modular inflatable obstacle courses (i.e.: Wibit, Aflex.) The Commissioners had a long discussion concerning the obstacle courses and determined that it would be best to purchase different sections so more difficult courses could be made for teenagers and easier ones could be developed for younger children.

MOTION: A motion was made and seconded (TAYLOR/OLSON) to approve up to \$15,000 for the purchase of modular inflatable obstacle course sections. The motion passed unanimously.

Commissioner Olson and McNett will meet with AFM Carla Bigelow on August 11, 2016 to select the different modular sections for the course.

- **FITNESS**

- **Classes:** AFM Bigelow is working with instructors to solidify the class schedule for fall 2017. Instructors Jex and Huang will not be returning in the fall. Some classes will be moving to different days and times. AFM Bigelow is also researching options to offer select Les Mills classes such as Body Pump and Body Flow.
- **Equipment:** Precor will be coming for their quarterly maintenance over shut down. Instructor Ciminski will be heading up a shut-down team to inspect, deep clean and re-organize the fitness equipment in the GroupX Classroom.
- **Training:** AFM Bigelow is working with Healthways/SilverSneakers® to get Instructor Miller SilverSneakers® Instructor certification locally.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program June 2016 was 55 visits by 28 different participants, 632 visits YTD. The usage by military families for June was 72 visits.

Month	# of Visits	Month	# of Visits
October 2014	53	October 2015	89
November 2014	34	November 2015	72
December 2014	46	December 2015	84
January 2015	23	January 2016	80
February 2015	49	February 2016	61
March 2015	97	March 2016	67
April 2015	72	April 2016	61
May 2015	72	May 2016	63
June 2015	48	June 2016	55
July 2015	69	July 2016	
August 2015	86	August 2016	
September 2015	69	September 2016	
TOTAL	718	TOTAL	632

- Other statistics:

1. The FPFC total number of visits for June 2016 was 3,718 and Year-to-Date was 22,352. The FPFC total number of visits for June 2015 was 3,823 and June 2015 Year-to-Date was 23,323. These statistics also don't include the visits from Physical Therapy patrons, swim meet participants or rentals.
 - Fidalgo Pool Forum still hasn't received any interest. We will be changing the forum page for the fall.

Maintenance – John Little

- A new Aquatics Instructor wireless headset was acquired for use via the pool atrium loudspeaker system. It can be used in conjunction with, or as a backup to, the portable system the instructors currently use.
- The amplifier for the pool atrium speaker system was renewed.
- Last month's problems with the upper fitness room stereo seem to be resolved by re-labeling a few knobs and going over the system with users who have problems with the system.
- Planning and scheduling various shutdown projects was a primary focus through July.
- Ollie is becoming non-repairable. On some seams where he is leaking the repairs aren't lasting through an open swim or pool rental. A local Anacortes company, Canflex, generously volunteered to repair Ollie for us a year ago. After the repairs were completed they said Ollie's material is past its repairable life. Dizard, the original manufacturer of Ollie, can replace him for \$3995.00.
- The Anacortes Fire Department did an unannounced walk through of the building and noted two safety issues to correct.
 1. Items can't be stored within 24" of our ceilings. Throughout the building, items stored within 24" of the ceiling are being relocated and signage is being placed on top shelves stating, "To Meet Fire Code, Nothing Can Be Stored On This Shelf"
 2. Two extension cords in an office and the First Aid room need to be un-plugged when not in use or have built-in circuit breakers. The two extension cords in question were replaced with extension cords with built-in circuit breakers.

Investments

- \$186,204.61 matured August 1, 2016 for a total of \$187,041.05.
- \$40,000.00 matured July 31, 2016 for a total of \$40,123.22
- We received \$959.66 in interested.
- A total of \$227,164.27 was reinvested and will mature on August 1, 2017.

Financial Reports

Our Balance Sheet is still being corrected by a specialist, but it is more accurate. The fitness center bond needs to be added and some minor adjustments made. Levy net income based on QB for June 2016 – (\$37,959.36) and YTD – \$84,444.19. We will receive our second major levy release in October. Program net income for June – \$10,441.47 and YTD - \$59,641.71. We anticipated the reduction in the 2017 Swim Lesson Program and we are still over the net income projected. Youth Aquatics has a decline in revenues, but still has a positive net income of \$11,638 Fiscal YTD. Gross income for programs is listed below:

DEPARTMENT	FISCAL YEAR	JUNE 2016	JUNE YTD 2016	JUNE 2015	JUNE YTD 2015
Aquatics	Jan 1 – Dec 31	\$20,811	\$117,657	\$16,386	\$103,400

Swim Lessons	Jan 1 – Dec 31	\$7,242	\$37,946	\$10,503	\$48,537
Youth Aquatics	Sept 1 – Aug 31	\$9,042	\$84,365	\$9,327	\$92,955
Fitness Center	Jan 1 – Dec 31	\$6,410	\$40,993	\$4,842	\$34,434

Old Business

- **Visit with Annette Devoe, Skagit County Assessor’s Office**
 - Annette Devoe discussed the levy language that appeared on the November 2015 General Election ballot. The state questioned the RCW that was used and wants to clarify if the levy was a regular or special one. The Commissioners stated that the six year levy is a regular levy, and will prepare a letter for the Skagit County Assessor’s Office confirming that it is so. Ms. Devoe stated that when we prepare the language for the District’s next levy in six years that the Skagit County Assessor’s Office will help with the wording so it is clearer.
 - The second issue that Ms. Devoe wanted to discuss with the Commissioners was concerning the tax map for Fidalgo Pool and Fitness Center District. Executive Director Marilyn Stadler will check to see if any other resolutions concerning the District’s taxing base have been completed after the initial one was approved. She will also contact a surveyor to double check the District’s tax base.
 - Ms. Devoe would like the Commissioners’ letter about the regular levy and confirmation about the taxing area for the District by mid September.
- **Landscaping Project**
 - The sidewalk repair is pending. We are having some delay issues at this point.
- **LRP Committee**
 - We have received a lot of interest in the Request For Qualifications (RFQ) for Architectural Design Services.
 - RFQs are due on August 15, 2015.

New Business

- **Resolution #315 – Employee Personnel Manual Update**
 - Due to a recent incident, the employee manual needs to have stronger clarification when to call police in incidents regarding inappropriate verbiage to a minor.

MOTION: A motion was made and seconded (MCNETT/TAYLOR to approve Resolution #315, and to have staff training on the clarification. The motion passed unanimously.

Commissioner Olson will check into a security camera system for the lobby area.

- **Change September 1, 2016 Regular Board Meeting to September 8, 2106.**

The Commissioners agreed to the change in schedule.

ADJOURN

MOTION: A motion was made and seconded (MCNETT/OLSON) to adjourn the meeting at 7:00 p.m. The motion passed unanimously.

The next regular meeting is scheduled for Thursday, September 8, 2016, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.