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MINUTES

Regular Meeting of the Board of Commissioners
Fidalgo Pool and Fitness Center
Thursday, December 3, 2015, 5:30 p.m.

CALL TO ORDER

The meeting was called to order by Commissioner Andrew Olson at 5:31 p.m.

Commissioners Present: Andrew Olson, Jeremy McNett, David Way, Pam Taylor,
Ilima Shaw

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

Guests: Keith Rubin, Jennifer Lewis

APPROVAL OF MINUTES

The regular meeting minutes of November 12, 2015 were reviewed.

MOTION: A motion was made and seconded (MCNETT/SHAW) to approve the minutes from the November 12, 2015 regular meeting. The motion passed unanimously.

APPROVAL OF VOUCHER(S)

12/01/2015	\$68,754.52
TOTAL	\$68,754.52

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 2 "Tell Us About It" forms and a voiced concern since our last Board of Commissioners' meeting. A summary of the comments is below:

1. To front desk – It is really fabulous here!
2. Open at 10 am on Sundays for lap swim.
3. The Senior Citizen Accessibility Committee expressed a concern to Sally Hill, Anacortes Senior Activity Center Director that the tree roots uplifting the asphalt in the upper parking lot are creating a tripping hazard. (Maintenance Manager John Little and Executive Director Marilyn Stadler will research the best way to correct this problem, and make recommendations to the Board.)

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- TAC numbers are:
Home School Group: 12(0)

Bronze: 23(-4)
Silver: 24(+5)
Gold: 20(+2)
Juniors: 25(0)
Seniors: 4
Masters: 16

Total 111 without masters, Active + or -3.

- The girls' high school season has ended, they took 2nd at districts moving up 1 spot from last year. They also took 3rd at state, which was a first in a long time.
- Two weeks ago, Nov. 21st and 22nd the team attended the AGI swim meet at the Kamiak High School. This meet was a time cuts meet (swimmers had to have a specific time to swim). A number of new PNS cuts were made and the number of swimmers who attended was up from last year.
- Dec. 5th and 6th is our Div. Champs meet for non-PNS qualifiers. The team will be sending 26 competitors; Coach Jenny and Coach Cal are the primary coaches. Jason is looking forward to seeing our swimmers drop time.
- Dec. 11th-13th is PNS champs and we have 11 swimmers making individual cuts and a number of swimmers in relay only events. Jason will be the primary coach on deck.

Fitness Report –Fitness Manager Carla Bigelow

- **SilverSneakers®:** In September 2015, 148 out of 696 enrollees participated for 967 visits. In October 2015, 167 out of 715 enrollees participated for 1,231 visits.
- **Silver&Fit®:** In September 2015, 5 out of 8 enrollees participated for 35 visits. In October 2015, 7 out of 10 enrollees participated for 69 visits.
- **At Your Best®:** This program began the last week in October so in October 2015, 1 out of 2 enrollees participated for 1 visit.
- **Equipment:**
 - This week we received 3 additional SilverSneakers® chairs to replace ones that are worn.
 - FM Bigelow will be meeting with Precor representative Robin Rexroat to look at options for additional Olympic bars and weights. This will probably require a change of layout for our existing Precor equipment. Commissioner Olson also sent some information to FM Bigelow concerning products made by Rogue Fitness.
 - Our yoga instructors and patrons are very pleased with the new yoga straps that arrived a few weeks ago.
- **Fitness Classes:**
 - Some changes have been made to the GroupX Fitness schedule to better meet the needs of our patrons.
 - Instructors Meagan Zielinski and Lindsey Ranieri-Miller will be registering for Silver Sneakers® Instructor certification soon.

Aquatics – Interim Aquatic Manager Carla Bigelow

- **Swim Lessons:**
 - Interim AM Bigelow is consulting with Swim Instructors to see if they are available for a make-up lesson day due to the power outage and pool closure. The make up day will most likely be on a Friday before the end of December.
 - Approximately 100 children are enrolled in the December session of swim lessons.

- We will continue with American Red Cross Swimming in the new year.
- The Winter 2016 schedule is available online and registration is open.
- Meagan Zielinski will be taking the ARC Water Safety Instructor Course at Arne Hanna pool later this month. She has already begun her water training.
- **Lifeguards:**
 - Several of our Head Lifeguards have or will be moving on to school and other opportunities. Interim AM Bigelow is looking at current staff for promotion to Head Lifeguard level.
 - Interim AM Bigelow is looking at dates for a Lifeguard Certification over Winter Break or early January. Executive Director Marilyn Stadler stated that we are having a crucial shortage of lifeguards and Water Safety Instructors. It is planned to offer the lifeguard class free to candidates who agree to work at our facility a certain amount of hours if they pass. We may need to require lifeguards to work so many weekends per month instead of allowing self scheduling, which has been extremely successful in the past. We also hope that the wage adjustment coming up in January will help retain and recruit staff. If we continue to do financially well, we may be able to give the total \$1.00/hour increase instead of the \$.50 in January and another \$.50 in 6 months. ED Stadler also stated that she is concerned about coach shortages in the Youth Aquatics department.
 - The Anacortes American is going to write an article about the woman that was saved by staff after going into cardiac arrest. The woman wants to interview so the Community knows how professional our staff was that day. Commendation letters from the Commissioners and Executive Director will be given to Carla Bigelow, Trevor Johnson, Conrad DeGroot, Mackenzie Cooley, Patty Wiley and Jason Hunter.
- **Water Fitness:**
 - Kirsten Fors has joined the Fitness staff. She is currently leading water aerobics 3 times weekly. She is also interested in land fitness classes.
 - Aqua Core & More has been discontinued due to lack of participation.
- **Equipment:**
 - Interim AM Bigelow is pricing replacement equipment for worn items including noodles, barbells, and dumbbells.
- **First Aid Room:**
 - The new First Aid Room is set up and is opened for business. Thanks to Conrad DeGroot, Trevor Johnson and ED Stadler for set up and organization.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program for October 2015 was 89 visits by 34 different participants, YTD 89 and the usage by military families for October was 111 visits.

Month	# of Visits	Month	# of Visits
October 2014	53	October 2015	89
November 2014	34	November 2015	
December 2014	46	December 2015	
January 2015	23	January 2016	
February 2015	49	February 2016	
March 2015	97	March 2016	

April 2015	72	April 2016	
May 2015	72	May 2016	
June 2015	48	June 2016	
July 2015	69	July 2016	
August 2015	86	August 2016	
September 2015	69	September 2016	
TOTAL	718	TOTAL	

- Other statistics:
 1. The FPFC total number of visits for October 2015 was 3,988 and January – October 2015 Year-to-Date was 36,565. The FPFC total number of visits for October 2014 was 3,094 and January – October 2014 Year-to-Date was 31,281. These statistics also don't include the visits from Physical Therapy patrons, swim meet participants or rentals. Commissioner McNett explained that the data in the Fitness Visit Analysis shows fitness center visits only without Combos. It demonstrates a significant increase in visits since the previous year. He states this validates the success in the new fitness center.

Fitness Visit Analysis October 2015, 2014 & YTD				
Fitness Categories	October 2015	October 2014	October 2015 YTD	October 2014 YTD
Fitness Aerobic Punch	111	23	441	212
Fitness Aerobic Senior Pass	46	18	297	177
Fitness Aerobics Pass	33	2	79	3
Fitness Noon Punch	6	3	72	36
Fitness Pass	67	0	366	32
Fitness Pass Senior	57	8	392	8
Fitness Punch	65	21	479	195
Fitness Senior Aerobic Punch	90	37	844	417
Fitness Senior Punch	23	2	297	3
TOTALS	498	114	3267	1083
This Fitness Visit Analysis does not include Combos, Silver&Fit®, SilverSneakers®, or At Your Best®. October 2015 demonstrates a 337% increase in visits from October 2014, October 2015 YTD demonstrates a 202% increase in visits from October 2014 YTD.				

- Fidalgo Pool Forum has not received any interest at the time.
- Fifteen people have registered on-line after 8 weeks of promotion (1 Guemes, 3 Oak Harbor, 1 La Conner and the rest were from Anacortes, 3 were already patrons).
- Mr. Merlin Kipp rejected the bid for the 2210 "J" Avenue property, and took the property off the market.

Maintenance – John Little

Maintenance Manager John Little completed the following:

- Re-striped the majority of the Pool’s parking spaces in the upper and lower parking lots.
- The facility experienced a power outage on November 24th. It was part of a large outage in Anacortes. When power was restored later that day, neither pool pump would operate. Inside the pump control panel, fuses were blown and electrical components were found damaged. Electricians made repairs to get a pump operational. Commissioner Olson stated that the MCIP Committee may want to check into some type surge protection and a generator to prevent unplanned shutdowns of these types in the future. Maintenance Manager Little stated he is investing surge protection at this time. Commissioner McNett stated that the MCIP Committee can look into generator options.
- The power outage also caused a trouble code on the overhead door in the lower fitness area. Overhead Door Company came to troubleshoot the problem. They did a master reboot to reset the system.
- Renewed a defective hot water circulating pump for the lobby heat system.
- Working on prepping and painting the upper fitness center as time allows.
- There are no other November major repairs or improvements to report.

Investments

- \$186,204.61 will mature August 1, 2016. ED Stadler is going to invest an additional \$40,000 this month.

Financial Reports

Levy net income based on QB for October 2015 - \$188,409.09 and YTD – \$245,315.80. We received a substantial Levy release in October. The Program net income for October - \$6,999.39 and YTD - \$68,930.52. Gross income for programs is listed below:

DEPARTMENT	FISCAL YEAR	OCTOBER 2015	OCTOBER YTD 2015	OCTOBER 2014	OCTOBER YTD 2014
Aquatics	Jan 1 – Dec 31	\$14,559	\$158,223	\$13,975	\$149,614
Swim Lessons	Jan 1 – Dec 31	\$5,997	\$66,234	\$5,449	\$55,228
Youth Aquatics	Sept 1 – Aug 31	\$8,541	\$17,480	\$9,770	\$19,758
Fitness Center	Jan 1 – Dec 31	\$5,205	\$52,691	\$3,721	\$26,224

Old Business

• **Landscaping**

Commissioner Way stated that the committee reviewed three landscaping design bids for the area around the fitness center. The bids were basically at the same level in regard to price, but the committee would like to move forward scoping the design contract with Molly Maguire. The committee wants to refine what it is that she will be designing.

Those involved with Ms. Maguire site visit(s) to date have been positive and informative in regards to what she feels can be done with that space.

We were encouraged to hear that there is feasibility to connect the existing walkway to the existing city sidewalk with much work to grade out the slope and she feels we could hard

scape in a level surface to the northwest of the fitness center to accommodate future uses, which could include a sitting area, a picnic table, or another option. We feel that this could be a potential location for the capital planning committee to discuss what would fit the needs of the facility since our budget is only for \$9,000 for this space and the area may require more funds than planned.

Ms. Maguire mentioned the possible need for retaining wall(s) to create stabilization for site improvements, but the committee is not sure that would be needed. Her scope of work also provides for a site plan design and planting plan with plant lists and cost estimates for construction.

Commissioner Way believes that we should revisit the initial vision of the Board and staff to see what it is that we really envision out there. It seems to Commissioner Way that there has been a substantial scope creep up in this project from the initial idea of just planting the area and installing some type of fence barrier along the top of the slope around the building.

The cost estimate for design is at \$6600 not leaving much for implementation out of the \$9k allocated. Since we have the immediate safety needs addressed with our temporary planting out there, we now have time to proceed with a higher level of landscape design and table the construction to a later date when additional funds are available if we plan to go that route.

Regarding the justification for proceeding with Ms. Maguire over the other bids is because she provided sustainable concept level ideas of what could/should be done regarding the landscape work, where as the other consultants lacked that level of interest. Her costs seem to be consistent with others regarding the work and level of design seems to be sufficient for future acquisition of funds to proceed, obtaining permits, and obtaining cost estimates for construction.

Commissioner Way would like the Board to agree to working with Ms. Maguire to tweak the correct scope of work on the landscaping.

MOTION: A motion was made and seconded (OLSON/MCNETT) to allow the Landscaping Committee to work with Ms. Molly Maguire on developing a more clear scope of work for the fitness center area. The motion passed unanimously.

- **Master Capital Improvement Plan (MCIP) Committee**

Commissioner Jeremy McNett explained that we have received emails/letters on interest from six qualified public candidates to work on the MCIP Committee. He reviewed the bios of six individuals to the rest of the Board. In addition, two other Commissioners – David Way and upcoming official Mel Larson want to serve. This means that we would run meetings like regular board meetings since three commissioners would be involved, but it would allow more transparency to the Community on what we are doing and may engage more public involvement.

In addition, Executive Director Marilyn Stadler, Fitness Manager Carla Bigelow, and Maintenance Manager John Little will also serve on the Committee.

MOTION: A motion was made and seconded (TAYLOR/SHAW) to appoint the six public individuals and have the FPFC Commissioners and Managers previously discussed to the Master Capital Improvement Committee. The motion passed unanimously.

Commissioner McNett stated that ED Stadler will send appointment letters to the public candidates – Dr. Mick Donahue, Ms. Christine Mathes, Mr. David Lervik, Ms. Libby Grage, Mr. Keith Rubin and Ms. Sandy Hatfield tomorrow morning. He also instructed her to send out an email to all Committee asking them what are best days of the week and times for them to meet.

- **Fitness Visit Analysis**

This agenda item was discussed during the Administration report.

New Business

- **Other**

- Commissioner Taylor would like the handicap parking spaces in the lower parking lot to have handicap signs on their posts in addition to the handicapped logo painted on the asphalt. Maintenance Manager John Little will obtain signs for the posts.
- The Endowment Fund matching program was discussed by Friends of Fidalgo Pool & Fitness Chair Jennifer Lewis. She also explained about the organizations future fundraising plans.
- The Commissioner discussed the Island Hospital Gala. The Commissioners will buy a table with their own money, but would like to be recognized as Fidalgo Pool Commissioners at the event.

ADJOURN

MOTION: A motion was made and seconded (SHAW/OLSON) to adjourn the meeting at 6:36 pm. The motion passed unanimously.

The next regular meeting is scheduled for Thursday, January 7, 2015, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.