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MINUTES

Regular Meeting of the Board of Commissioners
Fidalgo Pool and Fitness Center
Thursday, February 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: Andrew Olson, Jeremy McNett, David Way, Pam Taylor,
Commissioners Absent: Mel Larsen
Staff Present: Marilyn Stadler, Carla Bigelow, John Little, Cheryl Thomas
Guests: None

APPROVAL OF MINUTES

The regular meeting minutes of January 7, 2016 were reviewed.

MOTION: A motion was made and seconded (WAY/TAYLOR) to approve the minutes from the January 7, 2015 regular meeting. The motion passed unanimously.

APPROVAL OF VOUCHER(S)

1/28/2016	\$67,792.30
TOTAL	\$67,792.30

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

PUBLIC COMMENTS/CORRESPONDENCE

Tell Us About It" Summary

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

1. Auto payment options (This Masters swim client was set up as TAC check client.)
2. "After the 9:00-10:00 water aerobics class, Carla asked a few of us to help place lane lines back the length of the pool. Another lady and I were trying to reset the lines and one particular gentleman refused to stop! He was completing kick turns and almost kicked us without a blink or a sorry. I complained to Carla who advised me to complete this claim form. We were trying to help him set his own lane." (Commissioner McNett and Carla Bigelow talked with the individual about this safety issue.)
3. The Wi-Fi signal in the equipment center is too weak to use online services like the radio. (Commissioner Olson has been talking with Comcast to fix this problem).
4. It would be beneficial to number the work-out machines.

5. Please start automatic payments for monthly members – it's easy and cheap. It saves on time for your staff and it's a 21st century feature for members. Wednesday nights are a scheduling disaster with five swimmers per lane. (Automatic payments are expensive. We are still having problems with the automatic payment system with check payments. This is being addressed for the future. The District may have to raise fees when automatic payments are instituted.)
6. I just wanted to take a moment to share how appreciative I am for Marta; we "early birds" are very lucky to have someone so diligent opening the club; she always has a smile, a kind word & seems very able to problem solve all sorts of issues. The pool/fitness center benefits so much from such a capable employee.
7. Two people requested hand sanitizers in the weight & group exercise rooms. (We will supply.)
8. Someone asked that the rubber pad near the dive area be replaced. (We are checking.)

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- TAC numbers are:
 - Home School: 15 (+3)
 - Bronze: 25 (+2)
 - Silver: 19 (-5)
 - Gold: 17 (-3)
 - Juniors: 25 (0)
 - Seniors: 4
 - Masters: 16
 - Total 105 without masters Active + or - 3
- Our home school group is doing very well. This is still a strong group and seems to keep bringing in new families from over the area.
- TAC had their first meet of the year. It was a home meet that had 280 swimmers compete. The team saw 90% time drops from all swimmers. The team took 2nd place missing 1st by 20 points. The team had 71 swimmers in the meet, one of the largest showings for the team.
- Jan. 14th-17th TAC attended the Washington Open meet in Federal Way, there was 76 teams and 989 swimmers. TAC took 23 swimmers to the meet and placed 31st. The highest placement was from a relay that took 9th overall. There was a lot of fast swimming and Jason was very happy with the results, during the meet three records were broken as well.
- TAC Masters hosted a meet on the 24th and 97 swimmers attend. This was slightly smaller than last year and everybody had a great time. TACM swam very well and the team placed 1st overall, an improvement from last year.
- TAC competed in the Winter Challenge meet hosted by the Bellingham Bay swim club. They are taking 37 swimmers to the meet and Jason is hoping to see a bunch of their younger swimmers really take off. No results since this is being written before the meet took place.
- Goals for the upcoming month are, take the largest group ever to AGI, place at Sr. Sectionals and start a recruitment campaign to add an additional 20 swimmers to the program.

Aquatics & Fitness Report – Aquatic & Fitness Manager Carla Bigelow

- **SilverSneakers®:** In November 2015, 173 out of 714 enrollees participated for 1,106 visits. In December 2015, 153 out of 678 enrollees participated for 1,117 visits.
- **Silver&Fit®:** In November 2015, 4 out of 8 enrollees participated for 37 visits. In December 2015, 5 out of 10 enrollees participated for 36 visits.
- **At Your Best®:** In November 2015, 16 out of 20 enrollees participated for 123 visits. In December 2015, 14 out of 22 enrollees participated for 125 visits.

AQUATICS

- **Continuing Education:**
Instructor Lori will be attending the Aquatic Therapy & Rehabilitation Institute's Professional Development Days in Seattle on March 19 - 20. She will be training with Ruth Sova, MS, ATRIC and Linda Huey, MS who are experts in the field of aquatic therapy. AFM Bigelow will be attending the Aquastrength Level 1 Instructor training in Vancouver, BC on February 27.
- John Vanderzicht Pool in Oak Harbor will be offering a Water Safety Instructor certification course June 28 - July 3. Several of the swim instructors have indicated an interest in attending. They will also be offering a Lifeguard Instructor (LGI) course in conjunction with a Lifeguard certification course in early April. Some of our Head Guards may be interested in obtaining an LGI certification. Each course has a fee of about \$250.
- **ARC Swim Lessons:** There are currently 117 students enrolled in ARC swim lessons. The February session begins February 8th and is filling up.
- The Swinomish Tribe prepaid for 6 weeks of swim lessons for 25 children.
- **New Staff Members:** The Aquatics Department is please to welcome Jillian Dees as a Head Lifeguard and Swim Instructor, Brayden DeGroot as a Lifeguard, Mitch Wiley and Olivia West as Swim Instructor Aides.
- **Ollie Issue:** Different times have been set aside for certain age groups to use Ollie in order to prevent injury.

FITNESS

- **Classes:**
Monday/Wednesday evening Zumba has been cancelled due to lack of participation. Instructor Jillian will remain on staff as a substitute. AFM Bigelow is looking at adding a Senior Fall Prevention class once or twice a week.
- **Continuing Education:**
AFM Bigelow is in discussions with Healthways/SilverSneakers® about hosting a Silver Sneakers® Instructor Certification at FPFC. The majority of recent trainings have been held across the state or in the Portland, Oregon area.
- **Equipment:**
Precor Maintenance came January 29 for the quarterly equipment maintenance. This was the last visit under the warranty plan. AFM Bigelow and MM Little have arranged to have the quarterly maintenance continue in order to keep the equipment in good repair and running smoothly.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program for December 2015 was 84 visits by 40 different participants, YTD 245 and the usage by military families for December was 111 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	
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	245

- Other statistics:
 1. The FPFC total number of visits for December 2015 was 3,672 and January – December 2015 Year-to-Date was 43,666. The FPFC total number of visits for December 2014 was 3,171 and January – December 2014 Year-to-Date was 37,359. These statistics also don't include the visits from Physical Therapy patrons, swim meet participants or rentals.
- Fidalgo Pool Forum has not received any interest at the time.
- Twenty-one people have registered on-line since the promotion started (1 Guemes, 3 Oak Harbor, 1 La Conner, 1 Mount Vernon and the rest were from Anacortes).
- Since we continue to have problems with Quickbooks, we have hired an expert in Quickbooks to resolve the issues.
- Business Manager Cheryl Thomas is trouble shooting problems with the debit card system used for TAC members.

Maintenance – John Little

- Aquatic Specialty Services serviced the UV system including renewal of the UV light.
- All wall repair, surface prep and priming is completed for the upper fitness room. Everything but the alcove has been painted. The lights in the ground for the flag pole have been renewed and are operational. The original installation vendor renewed the lights with no cost to the pool.
- Deteriorated Tee braces on the lifeguard stand and pool ladders were renewed.
- There are no other completed major repairs or improvements to report.

Investments

- \$186,204.61 will mature August 1, 2016.
- \$40,000.00 will mature July 31, 2016
- We have a total of \$226,204.61 in investments.

Financial Reports

Levy net income based on QB for December 2016 – (\$29,211.11) and YTD – \$193,194.97. The Program net income for December – \$2,412.78 and YTD - \$67,794.59. Gross income for programs is listed below:

DEPARTMENT	FISCAL YEAR	DECEMBER 2015	DECEMBER YTD 2015	DECEMBER 2014	DECEMBER YTD 2014
Aquatics	Jan 1 – Dec 31	\$14,440	\$184,631	\$18,423	\$186,889
Swim Lessons	Jan 1 – Dec 31	\$4,131	\$80,911	\$3,742	\$67,533
Youth Aquatics	Sept 1 – Aug 31	\$7,797	\$32,374	\$7,847	\$33,944
Fitness Center	Jan 1 – Dec 31	\$5,517	\$64,753	\$4,986	\$35,717

Old Business

- **Landscaping**

Chair Cheryl Thomas stated that the Landscaping Committee sat down with Molly Maguire and refined the plan to include fencing, a redesigned walkway and plant recommendations. It will cost about \$5,600 out of the \$9,000 we have budgeted. John Little will check into the lighting in that area.

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

Commissioner Jeremy McNett stated that the following next steps were determined by the Committee:

- Marilyn Stadler will complete a fact sheet and survey with a new section named “Physical Plant”. This latter section includes information about current systems that need modernized.
- Executive Director Marilyn Stadler read a letter to the editor that appeared in Anacortes American on January 27, 2016. The letter was titled “City has questionable funding priorities”. The author questions why should 1.3 million dollars be spent on obtaining the GEMS property when...”The pool doesn’t need more fixing, it needs replacing.” This brings up two points about the pool. The first is that some people still believe that the pool is City owned when it is its own entity. The second voiced the author’s opinion that the pool needs replaced. The Committee decided that we need to write a letter to the editor clarifying that Fidalgo Pool and Fitness Center is not City owned, and how we are reaching out to determine the community’s needs in regard to the pool. Christine Mathes and Marilyn Stadler will write the letter to the editor.
- Commissioner McNett stated that he will put together a subcommittee to tour Snohomish Aquatic Center and Western Washington Athletic Center
- Once the fact sheet is completed, outreach can be initiated by the Committee to educate individuals in the community about what we are doing.
- Commissioner Larson and John Little, Maintenance Manager will determine if we can find someone to conduct an assessment of the building, offer recommendations for updating it and document how this would improve efficiency.
- Next meeting of the MCIP is Tuesday, March 1, 2016, 5 pm in the pool’s conference room.
- **Assistant Aquatic and Fitness Manager Position**
We received three applications for the Assistant Aquatic and Fitness Manager Position. The Interviewing Committee decided to solicit the job in the Anacortes American and the Clamdigger to see if we could find more candidates.

New Business

- **Anacortes Senior Activity Center & Comcast**

Commissioner Andrew Olson explained that Comcast wants to place a modem in our facility and extend a physical connection from our building to the Anacortes Senior Activity Center so Skagit County can have internet access there. He is going to make sure that we are not responsible for anything financially or structurally if we permit this extension.

- **Swim Meet Concerns**

Commissioner Way stated that he will discuss with Coach Jason Hunter some swim meet concerns.

- **Drug Policy**

The new Drug Policy was reviewed.

MOTION: A motion was made and seconded (TAYLOR/MCNETT) to accept the new Drug Policy for Fidalgo Pool & Fitness Center. The motion passed unanimously.

- **Resolution #311 – Employee Policy Manual Update**

Executive Director Stadler reviewed the changes in the Employee Policy Manual.

MOTION: A motion was made and seconded (WAY/TAYLOR) to approve Resolution #311 - Employee Policy Manual Update. The motion passed unanimously.

- **Other – Tree Root Problem**

John Little met with a company concerning the tree problem. If we cut the roots to save the tree, it will evidently rot and possibly fall. We need to remove the tree to prevent patron injury. John Little will obtain bids for its removal.

ADJOURN

MOTION: A motion was made and seconded (OLSON/WAY) to adjourn the meeting at 6:30 pm. The motion passed unanimously.

The next regular meeting is scheduled for Thursday, March 3, 2016, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.