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MINUTES

Regular Meeting of the Board of Commissioners
Fidalgo Pool and Fitness Center
Thursday, July 7, 2016, 5:30 p.m.

CALL TO ORDER

The meeting was called to order by Commissioner Andrew Olson at 5:30 p.m.
Commissioners Present: Pam Taylor, Jeremy McNett, Mel Larsen, Andrew Olson
Commissioners Absent: David Way
Staff Present: Marilyn Stadler, Carla Bigelow, John Little, Cheryl Thomas
Public: None

APPROVAL OF MINUTES

The Regular Board of Commissioners' minutes from the June 2, 2016 meeting were reviewed.

MOTION: A motion was made and seconded (TAYLOR/LARSEN) to approve the minutes from the June 2, 2016 meeting. The motion passed unanimously.

APPROVAL OF VOUCHER(S)

06/28/2016	\$74,409.15
TOTAL	\$74,409.15

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

PUBLIC COMMENTS/CORRESPONDENCE

Tell Us About It" Summary

We had 14 "Tell Us About It" forms, one email, one letter, one verbal request and two notes since our last Board of Commissioners' meeting. A summary of the comments is below:

1. Could you advertise every week in the Clamdigger like this? Attached to the form was a three-quarter page advertisement for the Anacortes Senior Activity Center. (A weekly advertisement would be cost approximately \$60/week.)
2. The facility needs a large sign (or more) on the street with today's schedule. The sign should change every day, replacing most notices on doors. Since this is expensive to construct, large sandwich boards would work fine. Also, put the detailed 6 day schedule into The Clamdigger every week. Exactly like Senior Center does. (Senior Center advertises free of charge, but we would have to pay.) The goal is to build usage to the point where a second facility is justified. Please share this with the Board of Directors. (Email back to customer - We appreciated you suggestions. The schedule in the Clamdigger every week is very expensive, about \$60/week and not in our budget. We do have the schedule on our website - fidalgopool.com and it can be printed off. I will

share your suggestion on the large sandwich boards.) The Commissioners agreed that Clamdigger ads would not be cost effective.

3. Numerous times no communication to regulars, coaches and many others.
4. It would be great to see a step class added on Friday mornings. Not a video copy, someone who actually can teach choreography! Like old school!
5. The bike lock-up bars are right next to the wheelchair parking signs out in front of the building. The wheelchair signs are attached to the bike rack with hose clamps. The ends of the hose clamps have been roughly cut off and are extremely sharp. My son got a mild scratch – it is quite long and bled, but it isn't deep. I am not concerned about his scratch but I'm worried about another child or adult getting a severe cut. The hose clamps just need to be smoothed out or have duct tape placed over the ends. (Referred to Maintenance Manager and was repaired).
6. The last few months the pool has become dirtier than usual. It is required for maintenance to include sweeping the sides and bottom of the pool, pushing the algae build up toward the drain. I'm sure there is much maintenance around the facility but the pool shouldn't be neglected. I've had a pool in a past life and I am well aware of the effort required. The walls and bottom shouldn't have this build up. (Referred to Maintenance Manager).
7. Many requests from patrons to have time limits posted for fitness machines (Referred to Aquatic and Fitness Manager.)
8. Lori Johnson is substituting for Carla today, and was very good. Low volume of music, clear instructions, positive attitude, and hard work-out were much appreciated. (Referred to Aquatic and Fitness Manager.)
9. We need to have notification of pool closures put on schedules, from 6 pool patrons on one note.
10. My complaint is that our amazing instructor Kirsten doesn't have and continues to not have a microphone. We cannot hear her and it makes a big difference in the quality of our class. I am told it is the responsibility of the pool? (The microphone ceased working, and the Maintenance and Aquatic and Fitness Managers are looking into the purchase of a new one. The AFM contacted the patron to let her know that the issue will be resolved soon.)
11. I am wondering when/where the family restrooms will be available. I have very tall boys and although I do bring my 7 year old with me in the ladies' locker room, I keep getting asked about his age every day because of your "5 year old" policy. I have my children signed up for swim throughout the summer and this is getting really old. I understand their concern and I respect that but I'd like the same curtesy to be expanded to me and my children. I do not feel comfortable with my boys (7 and 5) in the men's restroom. Please let's work on solution for all involved. Thank you for your time and consideration on this matter. (AFM Bigelow called and spoke with this mother and offered the option of using the men's staff room. She was happy to be given this option.)
12. I'm requesting a punch card for the Aquakids class!
13. Microphone needs to be replaced immediately and should have been replaced within 2 days instead of two hot weeks. It's difficult to enjoy my fitness classes when the instructors have to shout. (The battery is in the process of being replaced and an additional speaker issue is being addressed.)
14. For over 2 weeks, Kristin, the water aerobics instructor has had to yell for an hour because her microphone has been broken. It's not fair to her or the class. I was told there

was a backup. Someone paid for it in the last fundraiser. Get it fixed and get a backup. Please.

15. There should be at least an extra mike for the aerobics amps speaker.
16. I like water aerobics without a mike. It's more pleasant to first listen to the music and have to pay more attention to watch the instructors. Also frequently I cannot understand the amplified instructions because they are distorted by the mike.
17. This a.m. 7/7/2016 during a Zumba Gold class music from the class speaker kept cutting out or stopping entirely. Our instructor Elke McCartney ran to her car and got her own speaker to pay music for the remainder of the class. She is terrific. This has also happened during a yoga session. What must be done to fix it, please? (Referred to Maintenance Manager).
18. Could we have a bar near the lockers to hold on to when standing up to put on our shoes? (From handicapped individual that cannot easy sit and stand. Referred to Maintenance Manager.)
19. Thank you for receiving our suggestion. We are regular participants in the pool's aquatic and land fitness classes. In the last months, I've noticed a spike in water aerobics class participants carrying on private conversations to such an extent that they aren't listening to the instructor. It's been an extra challenge with the microphone system out of service but in recent weeks I noted I was doing the wrong movements because I couldn't understand the instructor's directions. My inability to hear is partly due to class participants' chatting. After four years of attendance today's deep water aerobics is the first class wherein I considered removing myself from the class because the environment was unacceptable. I want to be very clear: the instructor did nothing wrong. To the contrary, your instructor's level of commitment, focus and competence is exemplary beyond reproach. Frankly it's frustrating to see the instructors struggle to make themselves heard, but that's not my only concern. My greater concern is the risk involved due to participant's independent conversations and lack of attention to the instructors' directions. Around water all you need is one careless moment and I got a bad feeling today. I participate in fitness classes in a committed and concentrated way. I'm a large and strong man and for many reasons I am deeply mindful of the space around me. I don't intend to collide with anyone during my workout. But what I experience today was people directly behind me, facing away from me and the instructor, so as to have a conversation in a small group. When I'm listening carefully to the fitness leaders' instructions and doing directed movements, I should not have to worry that someone directly behind me is purposefully not paying attention to me or the instruction. I did not anticipate this, and I'm so grateful I did not collide with someone. I would feel terrible about hurting someone in any way. That we're even talking about this topic is somewhat ridiculous because it seems like paying attention to the person helping you should be a "common courtesy". On the other hand, I attend paid classes and coaching and training sessions of various types with clearly defined rules or terms of engagement that participants are expected to adhere to. If rules are clearly stated, each person can decide for himself or herself if they want to engage or not. Right now, there's no strong rule and things are getting out of hand. I'm not entirely anti-social. I love to smile and say hello. I also believe that a little laughter can help raise morale during a hard workout. But I don't conduct conversations in the pool. My role of thumb: I'm not saying you can't speak. I'm asking that you keep speaking to a minimum, and always pay attention to the instructor and people around you. If you want to perform completely different movements, take a break, or have an independent conversation, please move carefully out

of the class. If you arrive early for the next class and you are entering a crowded basin with people in full speed movement, always be mindful, pay attention, and don't distract folks who are finishing their workout. Please consider making this important policy change know and enforced it. The benefits are clear: a more engaged class of participants and possibly avoiding someone getting injured by being in the wrong place because they weren't paying attention to the instructor or participants movements around them. We are deeply supportive and appreciated of every single person working at Fidalgo Pool to make this such a nice place to visit. Thank you for all that you do. (Referred to Aquatic and Fitness Manager). The Commissioners and Aquatic and Fitness Manager discussed the possibility of having sandwich board signs on the pool deck enforcing the need to pay attention to the instructor and minimize disruptions during class times. AFM Bigelow is also training the instructors how to handle the disruptions appropriately.

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- With the summer months TAC has seen a decline in numbers. This is typical for the team but the drop is larger than usual. Summer is looking pretty slim.
- Our summer team has 22 swimmers in the program. This is very disappointing, and coupled with the low program numbers TAC is probably at it lowest in the past 5 years.
- The set up for the summer swim program has probably been one of the best so far. Everything has gone very smooth and the coaches are doing a great job.
- Jason is concerned about the program in the fall. The year round team numbers are down going into the summer and that is disturbing. Usually we see a growth after an Olympic year but he is concerned.
- The Youth Aquatics program is hosting the 4th annual Splash-n-Dash. The event is taking place August 6th. Calvin is organizing the entire event and we are hoping to see a strong turn out.
- Commissioner Olson suggested that Coach Hunter consider a referral program to increase TAC participation. The other Commissioners and Managers praised the idea.

Aquatics & Fitness Report – Aquatic & Fitness Manager Carla Bigelow

- **SilverSneakers®:** In April 2016, 208 out of 740 enrollees participated for 1,420 visits. In May 2016, 201 out of 744 enrollees participated for 1,421 visits.
- **Silver&Fit®:** In April 2016, 4 out of 10 enrollees participated for 26 visits. In May 2016, 4 out of 10 enrollees participated for 26 visits.
- **At Your Best®:** In April 2016, 26 out of 42 enrollees participated for 227 visits. In May 2016, 28 out of 45 enrollees participated for 222 visits.
- **FITNESS:**
 - **GroupX Classes:** Numbers on new classes are mixed during the first week of the summer session. AFM Bigelow will be looking at trends for the land fitness classes in order to decide which classes to continue through the year and which need to be re-worked.
 - 1. A Silver Sneakers instructor training will be held in Everett in July. AFM Bigelow has communicated the information to pertinent staff. This is required training for AFM Bigelow, AAFM Dees and Silver Sneakers Instructor Miller. Two other instructors have indicated an interest in attending and obtaining the instructor certification.

2. AFM Bigelow met with Brandon Barnard of Les Mills to explore offering one or two live Les Mills classes and possibly virtual classes. If we offer just one live class, likely Body Pump since we already own the equipment, the cost would be just under \$200 per month. Mr. Barnard will be sending more details on virtual packages and pricing. AFM Bigelow and ED Stadler are also looking at "Fitness on Demand".
 - **Equipment:** All of the equipment is in good working order. There have been lots of positive comments about the Rogue power rack.
 - **Sound System:** We had a problem with the Sound System with our Zumba® Gold Instructor. Maintenance Manager Little explained that someone changed the knobs on the system incorrectly, but the system tends to be more complicated than needed. If the system continues to be a problem, we should look into a simpler and more modern system to purchase.
 - **AQUATICS:**
 - **Swim School:** Summer Session I of swim lessons has 105 children enrolled. Several students are also dropping into classes. The AM AquaKids class is doing well. Evening has been slower but parents are expressing interest. Registration is ongoing for Sessions II - IV.
 - **GroupX Classes:** Overall the Aqua Fitness class participants are adjusting well to the summer schedule change. AFM Bigelow has received requests from some patrons about educating class participants on entering and leaving the pool during class time, talking by patrons during workouts, and concerns over the sound system.
 1. Aqua Zumba numbers have been up and will continue twice a week through the summer.
 2. CardioSUP Session I was cancelled. The instructor did not feel prepared to move forward with the program. Instructor McFarland would like to meet with AFM Bigelow, Commissioner McNett and possibly other management or commissioners to get more clarification on the goals of the program from FPFC's perspective. Commissioner McNett agreed to a meeting to discuss the issue. It is unlikely that Session II will proceed. AFM Bigelow will continue to explore options for offering a cardio based SUP fitness class. *Note: Aqua Stand Up, based out of France, is offering an instructor certification in Spokane in late August. The cost is \$1150 USD and includes the training, an inflatable Aqua Stand Up SUP, adjustable paddle, pump, straps and instructor e-book. There is no option for paying only for the training and the e-book.*
 - **Sound System:** The battery for the waterproof microphone system failed and has been sent to AV Now in Santa Cruz, CA for repair. AFM Bigelow and MM Little are also looking at a wireless microphone that would feed through the arena speakers as an alternative/back-up.
 - **Staff:** A Lifeguard Certification and Re-Certification class was held the first two weekends in June. Four (4) lifeguards were certified and six (6) lifeguards renewed their certifications. This class included three (3) guards from outside of FPFC. The next Lifeguarding classes will be scheduled in the late summer and in the fall. All staff members were recently invited to attend a Dive-In Movie at the pool. We did not have a large group but we had a lot of fun floating around while watching Monty Python and the Holy Grail. LGI T. Johnson and AAFM Dees are planning further staff social events. We will also be having some social and training events with the staff of John Vanderzicht Pool in Oak Harbor.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program for May 2016 was 63 visits by 25 different participants, 577 visits YTD. The usage by military families for May was 44 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	
July 2015	69	July 2016	
August 2015	86	August 2016	
September 2015	69	September 2016	
TOTAL	718	TOTAL	577

- Other statistics:
 1. The FPFC total number of visits for May 2016 was 3,653 and Year-to-Date was 19,634. The FPFC total number of visits for May 2015 was 3,577 and May 2015 Year-to-Date was 19,500. 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 looking into changing the forum page for the fall.
- Business Manager Cheryl Thomas had to replace two cashiers, one's employment was terminated and the other resigned to go to college.

Maintenance – John Little

- The damaged chain link fence and adjoining cedar fence at the SW corner of the Pool property have been repaired.
- Repaired and adjusted the lower lobby entry doors and door opener.
- The primary focus this month has been shutdown projects planning.
- Maintenance Manager Little gave an update on the 2210 "J" Avenue rental preparation. The carpet will be replaced. The windows are on order and will take some time to receive and install them. The electrical issues are almost resolved. He is dealing with chimney issues. He believes the property should be ready for renting around August 1, 2016.

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

Our Balance Sheet does not reflect our current status and is in the process of being corrected by a specialist. Levy net income based on QB for May 2016 – (\$18,304.08) and YTD – \$129,968.58. We received our second major levy release in October. Program net income for May – \$4,122.22 and YTD - \$48,066.11. There is a significant decline in Youth Aquatic and Swim Lesson revenues. Gross income for programs is listed below:

DEPARTMENT	FISCAL YEAR	MAY 2016	MAY YTD 2016	MAY 2015	MAY YTD 2015
Aquatics	Jan 1 – Dec 31	\$15,806	\$96,820	\$16,786	\$87,014
Swim Lessons	Jan 1 – Dec 31	\$4,547	\$31,250	\$7,561	\$38,034
Youth Aquatics	Sept 1 – Aug 31	\$9,132	\$75,323	\$8,132	\$83,629
Fitness Center	Jan 1 – Dec 31	\$6,093	\$34,583	\$4,866	\$29,523

Old Business

- **Landscaping Committee**

- Commissioner Olson will contact the owner of a company that can help fill in the NW area for landscape preparation.
- Commissioner McNett will check in to cement contractors for the sidewalk. He stated that we might have difficulty finding someone right now because everyone is busy. Commissioner McNett will also check if any permits are needed for the fill and/or sidewalk repair.
- Hillary Anderson is onboard to help with plant selection and the rest of the NE and N area designs.
- We are striving to have the fill and sidewalk projects completed by the end of September 2016 with the planting soon after.

- **LRP Committee**

- Executive Director Marilyn Stadler and Commissioner Jeremy McNett reviewed the Request For Qualifications (RFQ) for Architectural Design Services and the LRP Committee’s next steps.
- 1. The RFQ, the advertising method and the Committee’s interview strategy must be approved by the Board of Commissioners.
- 2. The RFQ will be advertised in the Seattle Daily Journal of Commerce, American Institute of Architects, Skagit Valley Herald, Anacortes American and on our website. The RFQ will also be emailed to qualified candidates and those architects on our small works roster.
- 3. A Core Team of the LRP Committee will prepare a matrix to evaluate the RFQ submittals, develop questions to ask the candidates and interview them. They will bring the best selection to the Board of Commissioners for hiring approval.

MOTION: A motion was made and seconded (TAYLOR/OLSON) to accept the RFQ for Architectural Design Services, the advertising method and the interview and selection of a firm. The motion passed unanimously.

New Business

- **Schedule visit with Annett Devoe County Assessor Office**

- The Commissioners will talk with Annette Devoe concerning our levy language at our next Board meeting on August 4, 2016. She is also going to verify our tax map. ED Stadler will contact Ms. Devoe to confirm the meeting date and time.

ADJOURN

MOTION: A motion was made and seconded (OLSON/MCNETT) to adjourn the meeting at 6:40 p.m. The motion passed unanimously.

The next regular meeting is scheduled for Thursday, August 4, 2016, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.