



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, March 5, 2015, 5:30 p.m.

CALL TO ORDER

The meeting was called to order by Commissioner Andrew Olson at 5:30 p.m.

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

Staff Present: Marilyn Stadler, Cheryl Thomas, Carla Bigelow

Guests: Mel Larsen, Heather Burke, Tom Conroy, John Little, Ken Alluise, Marcia Books, Tamara Rice.

PUBLIC COMMENTS/CORRESPONDENCE

Tom Conroy explained that there were several incidents of the shower water being cold in the last month. Executive Director Marilyn Stadler stated that we are aware of two situations and have contacted Combustion Control about the recurring issue. Combustion Control will move to the next step to alleviate the problem by increasing the motor fuses to 30 amps in the boilers' control panel. The technician is scheduled to complete the work on March 10, 2015.

APPROVAL OF MINUTES

The regular minutes of February 5, 2015 were reviewed.

MOTION: A motion was made and seconded (TAYLOR/MCNETT) to approve the minutes from the February 5, 2015 regular meeting as submitted. The motion passed unanimously.

APPROVAL OF VOUCHER(S)

3/2/2015	\$64,908.37
TOTAL	\$64,908.31

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

DIRECTOR REPORTS (HANDOUTS)

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- TAC numbers are:
 - Home School: 15(0)
 - Bronze: 30 (0)
 - Silver: 19 (0)
 - Gold: 22 (-3)

Juniors: 30 (-1)
 Seniors: 3
 Masters: 15
 Total 120 without masters Active + or - 3

- TAC will be hosting a home meet March 7-8, there will be 6 teams involved for a total of 250 athletes. TAC has 78 swimmers signed up for the meet and Coach Jason is expecting the team to place 1st.
- We saw the end of the high school boys' season. Almost every TAC swimmer made state in one form or another, including swimmers who swam for Mount Vernon, Sedro and Burlington. This year saw the first time Anacortes took 1st for boys' state. The girls did it in 2006.
- Elliott Hofferth set two records in the 100 fly and 200 im. The high school team also set several district records.
- Jason will be attending Sr. Sectionals March 9-11, and Age group sectionals March 19-22.

Fitness Report –Fitness Manager Carla Bigelow/Director Marilyn Stadler

- **SilverSneakers®:** In December, 154 out of 593 enrollees participated for 996 visits. In January 2015, 166 out of 617 enrollees participated for 1,130 visits.
- **Silver & Fit®:** In January 2015, 5 out of 5 enrollees participated for 44 visits. In February, 5 out of 5 enrollees participated for 51 visits.
- **New Fitness Membership:** From 2/6 - 2/27 are 35 (including 8 SilverSneakers®).
- **New Fitness Class Offerings:** Boot Camp and Yoga/Pilates/Barre classes with Dawn have started strong. Dawn is a dynamic instructor. Participant comments have been positive and they have been inviting their friends to attend. Dawn will also be offering Yoga instruction to the Jr. & Sr. Groups from TAC.
- **Equipment:** The armature on the Bicep/Tricep machine has an issue. Based on Carla's communication with Tony Dudley at Precor, it probably has something to do with the bearings in the armature joint. It is still usable. Precor maintenance will fix it in the next few weeks.
- **Facebook:**
 Facebook page overview week of Feb. 16 - 22

	<u><i>Last Week</i></u>	<u><i>Previous Week</i></u>	<u><i>Trend</i></u>
Total Page Likes	432	430	↑0.5%
New Likes	4	4	↔0.0%
Weekly Total Reach	2,949	1,686	↑74.9%

Our Post Reach is up 379.4% from last week. There was a big bump in page activity around postings for the HS Boys' State Meet and results. Also, saw upticks in page activity around new Fitness Center GroupX classes and an announcement about an extra Open Swim over President's Day weekend. We can boost our reach by inviting friends to 'like' our business page; by 'liking' and sharing posts; and by developing a solid plan for posts we add to our business page.

- **GroupX Fitness Room Floor:** We have received bids to replace the GroupX Fitness Room floor from Greater Seattle Floors (Seattle), Flooring Outlet (Burlington), and Flooring Connection International (Anacortes). Each of these companies has recommended similar products that are a 3/8-inch thick engineered laminate product.

Carla has samples from each company. The work timeline from the two local companies fit inside our timeline for shutdown.

Aquatics – Aquatics Manager Natalie Hood

- Swim lessons are very busy. Last February 2014 we had about 133 participants compared to 140 plus in February 2015! In March of 2014 we had around 155 and in the beginning of March 2015 we have 145 with more people still signing up!
- We are offering an American Red Cross Lifeguard Course beginning March 14th.
- Schedules for Spring will come out this week.
- Special Olympics will be starting March 26th on Thursday nights. They will continue through the first week of June.
- We have a few new water classes starting.
 1. Lori Johnson will have a new class called "Aqua Core & More" starting this week Tuesdays and Thursdays at 9:30 am. This will continue through Spring as long as there are enough participants to support the class.
 2. Beginning March 11th, we will be offering an exercise class for children ages 8-12 called "Fit n' Fun Swim" Wednesday mornings at 8am. This will be a total of 6 classes (no class during Spring Break) working on cardio, strength, coordination & fun!
 3. Starting April 7th, we will be opening up an "Aqua Zumba" class Tuesdays at 6:30 pm taught by Lindsey Miller. Natalie will be organizing a free class before this begins so that those who are interested can see what it's all about. The interest list for this class is already close to 20 people!
- We are closed March 7 & 8 for a TAC swim meet.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program had 23 visits by 14 different participants in January for a total of visits 156 YTD.

Month	# of Visits	Month	# of Visits
October 2013	76	October 2014	53
November 2013	68	November 2014	34
December 2013	55	December 2014	46
January 2014	68	January 2015	23
February 2014	80	February 2015	
March 2014	70	March 2015	
April 2014	81	April 2015	
May 2014	107	May 2015	
June 2014	74	June 2015	
July 2014	30	July 2015	
August 2014	17	August 2015	
September 2014	40	September 2015	
TOTAL	766	TOTAL	156

- We are beginning to prepare and implement performance evaluations for staff and managers. The reviews will be completed by next payroll.

Maintenance – Vacant

We have had two issues with the boiler shutting down again after our last 2/11/2015 repair. Executive Director Stadler talked with Industrial Boiler and Combustion Controls, the two experts are working with us on this problem. This team had developed a three step troubleshooting plan for our boiler. The first step was replacing the wiring from the new motor to the control panel and to the motor fuses. The second step, which will be completed on 3/10/2015 will be increasing the fuse level to 30 amps. Currently the fuse level for the motors is only 25 amps.

The slide pump is to arrive and be replaced this week. It was ordered on 2/3/2015 and is taking more than 7-10 days to arrive because the company had to special order it. In the meantime, the guards are continuing to use a hose for the slide.

Mel Larsen, Carla Bigelow, Commissioner Olson and Marilyn Stadler started to trace the electrical outlets to the breakers. A fluke 117 and Amprobe CT 100 have been ordered to complete the tracing and to have on hand for future needs.

The managers and staff are in the process of completing a mass clean-up of the facility. A dumpster was ordered to dispose of deteriorated items in the HVAC room, Group Fitness Room, TAC storage, sheds and other areas of the facility.

Investments

- \$20,099.20 – matures August 5, 2015
- \$165,000 – matures August 4, 2015

Financial Reports

Levy net income based on QB for January 2015 is (\$32,787.14) and YTD – (\$32,787.14). The remaining levy net income from last year is covering January expenses without difficulty and will cover February – March 31, 2015 general and some special project expenses before our major levy release in April 2015. Program net income for January is \$16,011.43 and YTD is \$16,011.43. Note that the program income for the month of January and the annual rent for the 2222 J Avenue property already cover 62% of the fitness center loan. Every department has a positive net income this month. Gross income for programs is listed below:

DEPARTMENT	FISCAL YEAR	JANUARY 2015	JANUARY YTD 2015
Aquatics	Jan 1 – Dec 31	\$15,402	\$15,402
Swim Lessons	Jan 1 – Dec 31	\$7,897	\$7,897
Youth Aquatics	Sept 1 – Aug 31	\$9,257	\$43,721
Fitness Center	Jan 1 – Dec 31	\$7,057	\$7,057

Old Business

- **Executive Session ordered by Commissioner Andrew Olson as permitted by RCW 42.30.110**

An Executive Session ordered by Commissioner Andrew Olson as permitted by RCW 42.30.110. The session was scheduled from 5:45 to 6:45 pm. Commissioner Andrew Olson resumed the meeting at 6:50 pm.

- **Maintenance Manager Interview Committee**

The Maintenance Manager Interview Committee and Board have authorized the Executive Director to offer the selected candidate the Maintenance Manager position. If he declines the offer, she may extend the offer to the second candidate.

- **Maintenance & Levy Committee**

The Executive Director contacted Krieder, Irving, CPI and Quantum to obtain bids for a preconstruction evaluation of Levy needs - years 2016-2018. The owner of Irving wasn't sure that he could estimate on what we wanted completed. CPI and Krieder were not interested to submit a bid at this time. The Maintenance & Levy Committee met with Quantum Construction on February 20, 2015 and began the process to assess our long term maintenance and future needs.

New Business

- **Group Fitness Floor**

Carla Bigelow presented three bids for the Group Fitness Floor repair:

Three bids have been received to replace the GroupX Fitness Classroom floor. Two companies are local – Flooring Connections International in Anacortes & the Flooring Outlet in Burlington. The third is in King County – Greater Seattle Floors.

All three companies presented bids using similar products – a 3/8-inch engineered sports flooring. Greater Seattle Floors product is called Galaxy Fit. The Skagit County companies both bid using the same flooring product: Johnsonite Triumph. Each of these products is made up of pre- and post-consumer rubber. The Johnsonite tiles are Phtalate, Halogen & Chlorine free. Carla couldn't find the chemical content information on the Galaxy product. The Galaxy Fit tiles are adhered with adhesive. The Johnsonite tiles are 24 x 24-inch tiles that have a slide-lock assembly system.

Each company measured the room and got a different square footage estimate ranging from 1650 sq. ft. – 1700 sq. ft.

Bottom line:

Greater Seattle Floors:	\$25,500.00	(no price breakdown)
	<u>2,422.50</u>	Tax
	\$27,922.50	TOTAL

Project timeline: 3 weeks to complete. Demolition of carpeted area and baseboard, build up that area. New baseboard would be 4 inch. We would be paying for housing and per diem for their crew.

The Flooring Outlet:	\$26,551.08	(have itemized price breakdown)
	<u>2,256.84</u>	Tax
	\$28,807.92	TOTAL

Project timeline: Unknown. This bid does not include demolition of existing floor.

Flooring Connection International:

	\$23,095.00	(have itemized price breakdown)
	<u>1,963.08</u>	Tax
	\$25,058.08	TOTAL

Project timeline: 3 – 7 days to complete. If lightweight concrete under existing floor needs repair we would pay time and material in addition to the total. Demolition cost is not to exceed \$2,500. Could be less, won't be more. This company has also offered to fix the seams on the existing floor, which are lifting, at no charge.

Commissioner Olson stated that we need to send this information to the Maintenance and Levy Committee before selecting and accepting the bid. The Maintenance and Levy Committee will review the information and return to the Board with a recommendation.

- **Landscaping and Yard Maintenance**

The Board discussed the need to obtain two bids- one for regular maintenance care of the property and another to develop a plan for the remaining fitness center landscaping and plant purchase. Commissioner Way stated that he will organize a volunteer work party to plant scrubs and trees. The Executive Director will work with the new Maintenance Manager to obtain the bids.

- **Love Fidalgo**

Friends of Fidalgo Pool and Fitness had their first "Love Fidalgo" fundraising campaign. Love Fidalgo brought in \$1360.80 cash/check donations and Friends matched \$1000 in funds for a total of \$2360.80. Items selected by patrons from the Bulletin Board of Hearts listing small equipment have mostly been ordered and are beginning to arrive to be put to use. Staff and patrons seemed to receive this fund raiser warmly. Discussion ensued about making this fundraiser an annual event.

ADJOURN

MOTION: A motion was made and seconded (TAYLOR/MCNETT) to adjourn the meeting at 7:30 pm. The motion passed unanimously.

The next regular meeting is scheduled for Thursday, April 2, 2015, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.