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MINUTES

Regular Meeting of the Board of Commissioners
Fidalgo Pool and Fitness Center
Thursday, May 5, 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, David Way, Jeremy McNett
Commissioners Absent: Mel Larsen
Staff Present: Marilyn Stadler, Carla Bigelow, John Little, Cheryl Thomas, Jason Hunter
Guest: Molly Maguire

APPROVAL OF MINUTES

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

MOTION: A motion was made and seconded (OLSON/MCNETT) to approve the minutes from the April 7, 2016 meetings. The motion passed unanimously.

APPROVAL OF VOUCHER(S)

04/28/2016	\$90,770.03
TOTAL	\$90,770.03

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 7 “Tell Us About It” forms and one verbal concern since our last Board of Commissioners’ meeting. A summary of the comments is below:

1. The equipment is just class & clean. Expanding the gym would be great. Love the TRX.
2. Thank you for adding TRX to your programs. Your new instructor Kyle is very helpful when it comes to adaptive exercises.
3. Callie Martin’s Pilates class is amazing! Friday was my first time trying Pilates and Callie didn’t make me feel intimidated. Afterwards I felt like I could breathe better and was no longer stiff. I felt like I could run up Mt. Erie! Keep this class! P.S. There aren’t any other Pilates classes in town as far as I know.
4. Please set up auto-payment for monthly passes. Please contact me if there is a reason this is not possible. (Executive Director Marilyn Stadler discussed this issue with the patron. We are having some issues with the automatic payment system for the Thunderbird Aquatic Club. Money is not being transferred correctly between the EZ

facility software, the merchant provider and the bank. There are severe issues that are out of the Business Manager's control, and she has spent many hours trying to correct the problems. We are losing money with the system and are planning to discontinue the transfers if these issues cannot be resolved. (In the future, we may need to check into other options, such as different front desk software.)

5. The new fitness leader – Amanda (I think) 8 – 9 Tuesdays & Thursdays is doing a great job. I have three recommendations, no complaints. #1. Please paint the outside wall on the left as you enter the front desk. It wouldn't take much, but would add greatly to the overall appearance. #2. Some women stand in the showers for up to 15 minutes while they socialize – What a waste of heated water! How about a sign saying something like – Please keep your shower short – help the economy of the pool and help the environment? #3. Many showerheads blast you with water – how about water saver showerheads?
6. Thank you for the second recumbent bike! Since it is easy on my previously fractured foot, I get to use it 5 days a week without feeling like I have to share the time. Of course, I will share if anyone else wants it! Thanks for the towels! Anyway thank you. P.S. Sure do wish more folks knew to wipe off the machines after they've sweated all over them.
7. On May 2, 2016, we received a verbal concern about an exterior light out in the lower parking lot. (Referred to Maintenance)
8. "I would like to request that you put in a security camera in the fitness room (downstairs). There are times when I exercise on the big machines out of sight of the recreation area and I'm the only one in the room. If I were to collapse no one would see me! Or hear me if the door gets closed. When I'm on the treadmill I do use the clip to stop the machine!"

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- TAC numbers are:
 - Home School/HS/MS: 20
 - Bronze: 28
 - Silver: 18
 - Gold: 15
 - Juniors: 30
 - Seniors: 4
 - Masters: 20Total 111 without masters Active + or - 3
- May 4th is our fundraiser, Jason is hoping to raise \$15,000 to help raise money for new racing lines in yards, new equipment for the team and help cover the team trip cost.
- Events coming up for the Thunderbird Swim Team.
 - Spring Thunderbird May 20-22, our last big home meet. Fidalgo will see about 350 athletes in the water. The team is hoping to have about 80 strong swimmers with a good chance of taking 1st.
 - Team trip, TAC will be taking their annual team trip to Spokane June 17-20th. Last year the team took about 30 swimmers and Jason is planning on a smaller number this year. The trip occurs while school is still in session and is over graduation weekend.

Aquatics & Fitness Report – Aquatic & Fitness Manager Carla Bigelow

- **SilverSneakers®:** In February 2016, 205 out of 721 enrollees participated for 1,325 visits. In March 2016, 209 out of 735 enrollees participated for 1,445 visits.
- **Silver&Fit®:** In February 2016, 6 out of 10 enrollees participated for 30 visits. In March 2016, 5 out of 10 enrollees participated for 57 visits.
- **At Your Best®:** In February 2016, 25 out of 38 enrollees participated for 195 visits. In March 2016, 23 out of 40 enrollees participated for 240 visits.
- **Fitness:**
 - Rearranged equipment in the Fitness Center to make room for the new Precor Recumbent Bike and for a dedicated TRX area.
 - Rogue Olympic Rack is on its way.
 - Precor Maintenance was here mid-April. All equipment checked out fine. There is a part in the AMT that is showing wear. Precor will order the replacement part for installation at their next quarterly maintenance visit.
 - Love Fidalgo items are ordered. Some have been received. Others are on the way.
 - **Classes:**
 1. Fitness classes are going well. Our new instructors are getting positive comments from patrons. AFM Bigelow is following class numbers closely to assess marketing and scheduling needs.
- **Aquatics:**
 - **Equipment:**
 1. Love Fidalgo items are ordered. Noodles and Hydro-fit items have arrived. Remaining items in transit.
 - **Fitness Classes:**
 1. Instructor L. Johnson has taken over the Friday 9 AM Deep H2O Intervals class
 2. All other classes are going well.
 - **Lifeguards:**
 1. AFM Bigelow, AAFM Dees and LGI T. Johnson ran a Lifeguard recertification for FPFC staff April 22 & 30. A former staff member, Nicole Hendrikson, also joined the recertification class.
 - **Instructors:**
 1. AFM Bigelow will be leaving for the International Aquatic Fitness Conference on May 9.
 2. AAFM Dees attended the Aquatic Exercise Association Instructor certification the weekend of April 16. She also attended a master class. She is waiting on her test results.
 3. AAFM Dees and LG T. Johnson successfully completed their Lifeguard Instructor certification at John Vanderzicht Pool.
 4. John Vanderzicht Pool (JVP) will be offering a Water Safety Instructor certification class in June. Some classes may be held at Fidalgo Pool. AFM Bigelow and JVP AM Miller are working together on this. Several FPFC swim instructors are interested in taking this class.
 - **Swim School:**
 1. Spring Session II began May 2. Many classes are full. AFM Bigelow added a morning Water Wiggles class, a midday Mixed Levels class and an afternoon Learn to Swim 2 class to meet the needs of several patrons.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program for March 2016 was 67 visits by 27 different participants, 453 visits YTD. The usage by military families for March was 79 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	
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	453

- Other statistics:
 1. The FPFC total number of visits for March 2016 was 4,265 and Year-to-Date was 12,201. The FPFC total number of visits for March 2015 was 4,331 and March 2015 Year-to-Date was 11,801. 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.
- Twenty- four 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).
- Beginning April 20, 2016 the Samish Tribal Community are paying up front for tribal members. Everyone must show their tribal identification before being allowed admission.

Maintenance – John Little

- We received one bid to repair the damaged chain link fence (from the fallen tree) at the SE corner of the pool. We are obtaining more bids before making the repair.
- Installed the requested GroupX bracket on a wall of the lower fitness area.
- Installed the requested hand sanitizer dispensers in the upper & lower fitness areas.
- The roofs and gutters were cleaned and moss removed and treated on the rental house south of the pool.
- Removed the moss from the wood fences east of the pool.

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 March 2016 – \$29,833.70 and YTD – (\$28,653.52). Remember we do not accrue levy dollars; we actually report funds as received. Our first major levy release this year is in April. Program net income for March – \$23,749.34 and YTD - \$41,580.98. Gross income for programs is listed below:

DEPARTMENT	FISCAL YEAR	MARCH 2016	MARCH YTD 2016	MARCH 2015	MARCH YTD 2015
Aquatics	Jan 1 – Dec 31	\$32,062	\$62,795	\$25,237	\$55,956
Swim Lessons	Jan 1 – Dec 31	\$6,218	\$19,114	\$8,732	\$22,979
Youth Aquatics	Sept 1 – Aug 31	\$9,662	\$60,977	\$9,652	\$65,375
Fitness Center	Jan 1 – Dec 31	\$6,915	\$21,151	\$6,289	\$19,213

Old Business

- **Landscaping Committee**
 - Molly Maguire presented her landscaping plan for the northwest end of the fitness center that includes leveling off the area, fixing the sidewalk and planting native shrubs and trees.
 - She provided the Board with a \$41,460 concrete walkway revision and plant estimate that included labor at prevailing wage.
 - She explained that we would need a permit from the City of Anacortes if we use the cubic feet filler as suggested. The permit cost is not included in the estimate.
 - There was a discussion concerning the non-functioning light in the project area. Maintenance Manager John Little would need to investigate if the power to that light is still available.
 - The best time to complete the project is in the fall, such as in September.
 - The Commissioners would like to see a plan to improve the front landscaping of the building that has a grass area for youth to play in the summer time.
 - The Commissioners would like to scale down the cost of the northwest project. The sidewalk repair is essential, but could we have less fill and plants?
 - Commissioner McNett would like to see Kinnikinnick planted around the top of the north crevice.
 - Ms. Maguire will revise the plans.
 - The plan revision will be reviewed by the Maintenance Committee to determine if cost is acceptable to obtain Board approval to proceed.
- **Training & Certification Policy**
 - Commissioner Taylor reviewed the Training & Certification Policy and Resolution 313. A motion was made and seconded (OLSON/WAY) to approve Resolution 313 as submitted. The motion passed unanimously.
- **First LRP (CMIP) Public Workshop**
 - The first public workshop on the Fidalgo Pool & Fitness Center survey was on Saturday, April 16, 1- 3 pm. Five members of the public attended.
 - The next workshop is scheduled for Thursday, May 12, 5 – 7 pm in the pool’s conference room. It was decided to have Christine Mathes facilitate the workshop instead of one of the Commissioners or managers.
- **Other**

- Commissioner Taylor asked John Little about the installation of the pool chair lift and when the root tree problem will be resolved. The chair should be ordered in the next week and the tree problem will be handled during the August shutdown.

New Business

- **Snack Inventory**
 - Commissioner Olson stated that we are running out of snacks and we need to stock better to meet customer demand.
 - The Commissioners agreed that prices on snacks need to be raised.
- **Lifeguards**
 - Aquatic and Fitness Manager Bigelow stated that we are continuing you to have issues with our lifeguard shift coverage. Last Wednesday, open swim had to be cancelled due to lack of coverage for called off lifeguards. Executive Director Stadler believes that one of the issues continues to be hourly wage. We should consider starting cashiers and lifeguards at higher than minimum wage, such as \$11/hour. This possibility will be researched for further discussion.
- **Front Desk Customer Service**
 - The Commissioners stated that the customer service at the front desk needs improvement.
 - One of the Commissioners stated that Melissa Reynolds has excellent customer service skills and we may want her to help with front desk training.
 - Many of the front desk staff state that they don't know about some things going on at the facility. The managers are improving the front desk knowledge by having written communication about changes, new programs and other related information in the cashiers' communication book.
 - Commissioner Olson stated that we should consider some formal training in improving customer service skills at the front desk.

ADJOURN

MOTION: A motion was made and seconded (TAYLOR/WAY) to adjourn the meeting at 6:55 p.m. The motion passed unanimously.

The next regular meeting is scheduled for Thursday, June 2, 2016, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.