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MINUTES

Regular Meeting of the Board of Commissioners
Fidalgo Pool and Fitness Center
Thursday, November 12, 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, Jeremy McNett, David Way, Pam Taylor,
Ilima Shaw

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

Guests: Kevin Anderson, Tom Conroy, Marcia Books

APPROVAL OF MINUTES

The regular meeting minutes of October 1, 2015 and the special meeting minutes of October 28, 2015 were reviewed.

MOTION: A motion was made and seconded (MCNETT/SHAW) to approve the minutes from the October 1, 2015 regular meeting and the October 28, 2015 special meeting as submitted. The motion passed unanimously.

APPROVAL OF VOUCHER(S)

| | |
|-------------------|--------------------|
| <u>10/27/2015</u> | <u>\$70,855.40</u> |
| TOTAL | \$70,855.40 |

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

PUBLIC COMMENTS/CORRESPONDENCE

"Tell Us About It" Summary

We had 9 "Tell Us About It" forms, a letter and an email concern since our last Board of Commissioners' meeting. Also, a concern was voiced at the meeting. A summary of the comments is below:

1. Yea! Megan (Fitness Instructor), you're great!
2. I would like to see a massage therapist employed here.
3. I like the new mirrors in the fitness center.
4. The squat rack/bench press is directly under the light and is blaring to the eyes. (Referred to the Fitness Manager)
5. I love this facility, but it was very cold in the dressing room and we really did not have hot water, more like luke warm. (Referred to Maintenance Manager, instructed to increase temperature).

6. We signed up for swim lessons. Came in to get kiddos, familiar with the pool. Locker room was so cold that we had to go back, get in showers a second time to warm up after getting locker open and towels out. We then had to dry off in shower area as it was too cold in the locker area. Not sure how often we will use pool if it is always this cold. (Referred to Maintenance Manager, we need to determine what temperature is comfortable for our patrons). Since we have had a quite a few comments on this issue the last two weeks, the Commissioners and managers developed a new policy to keep the air temperature in the locker rooms at 80 degrees, the same temperature as the pool deck.
7. Please can the temperature in the pool area be adjusted to the change of seasons? Vents seem open and pointing to the water which may be necessary for the swim team work out, but then readjust so water temperature does not drop overnight. Fans in balcony do not need to be full speed during winter either. I know many different groups and individuals use the pool but we should all be able to be aware of others. (Received 11/12, will discuss with managers and Commissioners at meeting.) The doors to the pool area are to remain closed at all times. Fans are adjusted to move across the pool and not towards the water. Deck fans will be used to meet the needs of the patrons in the pool at a given time.
8. I would like to comment on the fitness area. It is an awesome little gym that you guys assembled. I would like to see additional accessories for the equipment. An example is the straight bar – there is one in the room and we keep moving it back and forth from the back muscle machine to the dual sided adjustable machine in the corner. I would also be nice to see more free-weight bars. There is currently one in the room and the clamps to keep the weights from sliding off the bars seem unsafe. They don't secure properly and the weights shift in motion. Please feel free to contact me if this explanation seems confusing. Thank you. Commissioner Olson suggested that the management investigate buying some equipment, especially bar collars from Rogue Fitness – their collars can handle large number of weight plates safely. (Executive Director and Fitness Manager will check out the equipment requested and purchase some of them.)
9. Please consider Carla as the pool manager. I love her class.
10. I am a fairly new member to the pool. And I am very thankful for the facility, I'm an "early bird" and so only can speak about that staff & say they do a very good job.<:) I would however like to voice my concerns regarding music in the pool. My preference would be that there **not** be music for two reasons:
 - a. personal preference of a given life guard could almost never be a match for those of us in the water; I prefer the quiet and do not want it to be disturbed by having no choice but to listen to someone else's choices
 - b. safety...wonder if the music might interfere with a call for help being heard.
 - c. cannot understand who the music is for? The lifeguards? If a class needs it like water aerobics, then by all means but please not ongoing "noise" in the background.

I have been a swimmer my entire life and never have been in a pool that has music so hope this issue will be discussed by the Fidalgo Pool decision makers. (Discussed with Aquatic Manager. No safety issues. Many patrons prefer music, but Carla Bigelow will investigate further.)

11. A letter was sent to Commissioner Olson, Fidalgo Pool Commissioner - Mr. Olson as the commission prepares to deal with the vacancy of the current pool manager, I would like to suggest the following for consideration. I attend water aerobics class five days a week

and since the weight room opened, I am also a regular user. There are levels of water aerobics as well as styles. It would be most beneficial for the new pool manager/instructor to have had formal water aerobic training, and has attended refresher courses on the subject. The weight room appears to be established and customers come in and do their independent routine. Carla is the senior member of the Fidalgo Pool staff and is well versed in movement and rigorous aerobic workouts. She regularly attends further training as well as has a network of other professionals in the field. I appreciate your consideration of these thoughts.

12. Mr. Tom Conroy stated that the thumping from the sand bag training during exercise classes is very disruptive to other patrons. Additional comments were made concerning the loud music during Zumba water aerobics. Fitness Manager Carla Bigelow has discussed with the Zumba water instructor to decrease the volume. She will investigate the situation with the sand bag training and see if modifications can be made to lessen the disruption to others.

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- TAC numbers are:
 - Home School group: 12
 - Bronze: 27(+2)
 - Silver: 19(+1)
 - Gold: 18(0)
 - Juniors: 25(0)
 - Seniors: 4
 - Masters: 16
- Total 108 without masters Active + or - 3
- The TAC numbers are strong but down from where we were last year. Jason is hoping to increase the numbers in the next few months.
- Overall Jason is happy with the team. TAC has a good reputation out in the public and our swimmers are becoming more seasoned and confident.
- On Nov. 23rd and 24th TAC will be attending the Age Group Invitational in Everett. This is a gold time standard meet. Last year we had 30 participants in the meet, Jason is hoping to top this number by about 10.

Fitness Report –Fitness Manager Carla Bigelow

- **SilverSneakers®:** In August 2015, 135 out of 683 enrollees participated for 770 visits. In September 2015, 148 out of 696 enrollees participated for 967 visits.
- **Silver&Fit®:** In August 2015, 6 out of 8 enrollees participated for 62 visits. In September 2015, 5 out of 8 enrollees participated for 35 visits.
- **PHYSICAL PLANT**
 - Mirrors:** Todhunter Glass installed the mirrors in the Fitness Center and in the GroupX Classroom on Friday, October 23. Instructors and patrons have made many positive remarks about them.
- **NEW SENIOR FITNESS PROGRAM:**
 - Optum Health "At Your Best":** FM Bigelow was contacted by Optum Health mid-October regarding their new program offered to AARP Medicare Supplement/United Healthcare clients. FM Bigelow and ED Stadler reviewed the program and contracts. "At Your Best" member patrons will pay \$26 to FPFC for a Combo Pass equivalent

membership. If the patron visits FPFC to exercise or attend an event four (4) or more times during the calendar month, Optum Health will deposit \$26 per qualifying patron in our account. This program is a great addition to our senior fitness membership offerings - Silver Sneakers and Silver & Fit.

- **GROUPX:**

Classes: Overall class attendance is growing with the exception of our evening classes. Gentle Yoga will be cancelled for the remainder of the quarter. An interest sheet is out regarding a possible before work yoga class. Evening Zumba is also on hold for the time being.

Instructors: FM Bigelow placed an ad in the Clamdigger for fitness and swim instructors. The ad was also posted on our Facebook business page and on Anacortes People.

- **SOCIAL MEDIA**

- During the month of October we have had four 5-star reviews on Facebook. One included the following comment from BettyMae C.: "They have such an awesome staff! It's my home away from home."
- 'Likes' are up to 556. There were more than 99 'Shares' of posts from our page from October 1 - 28. From October 22 - 28 our Total Reach was up 109% and Engagement was up 268% from the previous week.

- **COMMUNITY INVOLVEMENT:**

FM Bigelow has been invited to speak at the BSA Western Region Area 1 Training Conference in Olympia on November 14.

Aquatics – Aquatic Manager Natalie Franulovic

- Natalie has resigned from her position as Aquatics Manager with her last day November 6th. She will be greatly missed.
- There will be a new instructor taking over the 8am Monday, Wednesday & Friday water aerobics classes.
- Natalie plans to continue to teach the 8 am class until the new instructor is trained and ready to take over.
- The Girls' District meet is November 6th and 7th. We will be closing the facility at noon on the 6th and will be closed all day on the 7th.
- Boys Swim Season starts November 16th. They will keep the same practice schedule as the Girls.
- Fall Session III for Swim Lessons Started November 2nd with about 130 participants.
- There were a couple major incidents this month that were dealt with efficiently.
- The first incident was during a swim meet. One of the competitors passed out during her race. Lifeguards did a great job with the rescue. Lifeguards that were not on duty, but competed in the meet, jumped in to help out. Showed great team work!
- The second major incident involved a little boy who was kicked in the head during Open Swim. The lifeguards cleared the pool and performed a spinal rescue. EMS arrived before he was lifted out of the water. The EMS did an in-water assessment & cleared him to go.
- Lap Swim in the mornings has been busy. We had more people than we've had in a long time October 28th. There were 102 pool goers between 5am and 10am! We usually average 80-90 people between those times.

- On 11/12/2015 at 11:20 am, a 43 year old female who was lap swimming in the pool, complained of having a hard time breathing and went into cardiac arrest. Carla Bigelow who was in the water teaching, grab the patron and swam her to the east side of the pool deck. Trevor Johnson and Conrad DeGroot, both lifeguards assisted in placing the woman on a back board, lifted her to the pool deck, and initiated CPR when it was determined that she was not breathing and didn't have a pulse. AED was also applied. Mackenzie Cooley, cashier called 911. The Paramedics came, continued CPR, provided treatment and took the patron to Island Hospital. (The patron's family notified us later that she is in normal sinus rhythm, talking "up a storm" and is waiting patiently to be discharged form the hospital.) The Commissioners would like to send letters of commendation to the employees that saved this person's life as well as see what other recognition we could give them for their superb performance. Executive Director Marilyn Stadler will work on the Commissioners' request.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program for September 2015 was 69 visits by 27 different participants, YTD 563 and the usage by military families for September was 97 visits.

| 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 | 49 |
| March 2014 | 70 | March 2015 | 97 |
| April 2014 | 81 | April 2015 | 72 |
| May 2014 | 107 | May 2015 | 72 |
| June 2014 | 74 | June 2015 | 48 |
| July 2014 | 30 | July 2015 | 69 |
| August 2014 | 17 | August 2015 | 86 |
| September 2014 | 40 | September 2015 | 69 |
| TOTAL | 766 | TOTAL | 718 |

- Other statistics:
 - The FPFC total number of visits for September 2015 was 2,740 and January – September 2015 Year-to-Date was 32,577. The FPFC total number of visits for September 2014 was 3,027 and January – September 2014 Year-to-Date was 28,187. The 2014 September numbers are higher than 2015's due to the fall of Labor Day each year. Labor Day was September 1st in 2014 and September 7th in 2015 so we were close an additional six days this year. These statistics also don't include the visits from Physical Therapy patrons, swim meet participants or rentals.
- We have order the free standing sink, protective cabinets, a water proof stretcher and other supplies for the First Aid room. The equipment is arriving.
- Fidalgo Pool Forum has not received any interest at the time.
- Eleven people have registered on-line after 4 weeks of promotion in the Clamdigger and Anacortes American.

- Business Manager Cheryl Thomas stated that the direct deposit transaction for the Thunderbird Aquatic Club payments is underway. She will assess the efficiency of the payment process after the next sweep. Business Manager Thomas also shared that the gross revenue in the fitness center is up 100% the first year opened compared to the previous time period. Mr. Tom Conroy questioned the report and begin a lengthy discussion with the Board of Commissioners about how many visits are in the Aquatic Department versus the Fitness Department. It was explained that when a combo is purchased that a patron can visit unlimited times to both departments and that there isn't a way to determine where he or she goes each visit. Mr. Tom Conroy suggested we use a clicker to count the people that enter the fitness and pool areas. The front desk and the staff are limited and are not available to monitor every combo persons' visits to these areas. Having patrons use sign in sheets for each area would also not be efficient. ED Stadler stated that she will share a check in detail report from EZ facility at the next Commissioners' meeting that share visits, but doesn't break down visits to the level Mr. Conroy requests. Commissioner McNett instructed ED Stadler to prepare a report that show visits minus combos in Fitness Department for the next meeting.

Maintenance – John Little

Maintenance Manager John Little completed the following:

- Christine Mathis organized a volunteer crew to plant vegetation on the east and west side of the fitness center.
- Mirrors were installed in the lower fitness area and two additional mirrors were installed in the upper fitness area.
- There are no other October major repairs or improvements to report.

Investments

- \$186,204.61 will mature August 1, 2016.

Financial Reports

Levy net income based on QB for August 2015 – (\$32,894.01) and YTD – \$105,538.38. The actual YTD levy net income should be \$26,832.02 higher since the flooring expense was included, but it is part of the special projects budget, and not a part of the regular operations budget. We continue to watch the results of the actual Levy expenses for August and September with shutdown. We may need to slow down spending from October – December 2015. The Levy and Maintenance Committee may also need to convene and discuss what has priority for the rest of the year. Remember some of our levy money must cover the first four months of the 2016 year. The Program net income for August - (\$15,367.61) and YTD - \$55,973.90.

Shutdown closure did negatively impact our program net income for the month of August. Gross income for programs is listed on the next page:

| DEPARTMENT | FISCAL YEAR | AUGUST 2015 | AUGUST YTD 2015 | AUGUST 2014 | AUGUST YTD 2014 |
|----------------|-----------------|-------------|-----------------|-------------|-----------------|
| Aquatics | Jan 1 – Dec 31 | \$12,136 | \$136,557 | \$8,112 | \$128,545 |
| Swim Lessons | Jan 1 – Dec 31 | \$3,003 | \$62,903 | \$3,525 | \$49,333 |
| Youth Aquatics | Sept 1 – Aug 31 | \$1,223 | \$98,434 | \$1,237 | \$100,917 |

| | | | | | |
|----------------|----------------|---------|----------|---------|----------|
| Fitness Center | Jan 1 – Dec 31 | \$4,047 | \$42,755 | \$1,113 | \$19,540 |
|----------------|----------------|---------|----------|---------|----------|

Levy net income based on QB for September 2015 – (\$43,173.63) and YTD – \$57,473.57. The actual YTD levy net income should be \$26,832.02 higher since the flooring expense was included, but it is part of the special projects budget, and not a part of the regular operations budget. Levy Expenses 2016 are in-line with Levy Budget YTD 2016 by \$3,138.09. The Program net income for September - \$4,154.89 and YTD - \$63,092.68. Gross income for programs is listed on the next page:

| DEPARTMENT | FISCAL YEAR | SEPTEMBER 2015 | SEPTEMBER YTD 2015 | SEPTEMBER 2014 | SEPTEMBER YTD 2014 |
|----------------|-----------------|-------------------|-----------------------|-------------------|-----------------------|
| Aquatics | Jan 1 – Dec 31 | \$13,186 | \$145,165 | \$15,360 | \$135,639 |
| Swim Lessons | Jan 1 – Dec 31 | \$4,959 | \$66,234 | \$5,895 | \$55,228 |
| Youth Aquatics | Sept 1 – Aug 31 | \$8,439 | \$8,439 | \$9,988 | \$9,988 |
| Fitness Center | Jan 1 – Dec 31 | \$5,299 | \$44,831 | \$3,226 | \$22,503 |

Old Business

- **Landscaping**

Business Manager Cheryl Thomas stated that a third bid to develop a landscaping plan for plants and shrubs around the new fitness center has been received. Mr. Tom Conroy asked many questions about what were the bids for the landscaping. Business Manager Thomas stated that the bids have not been assessed by the Landscaping and Yard Maintenance Committee and they are for a plan for the project and not for the actually landscaping. Mr. Conroy continued with several questions about the bids so the Commissioners instructed Executive Director Marilyn Stadler to email the bids to Mr. Conroy. Christine Mathes and her volunteers planted native Nootka Rose plants on the slope around the fitness center until a formal job can be completed.

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

Commissioner Jeremy McNett will chair the MCIP Committee. He reviewed bios of three individuals interested in being appointed to the Committee. The candidates so far include Dr. Mick Donahue, Christine Mathes and David Lervik. Commissioner Way, Executive Director Marilyn Stadler, Fitness Manager Carla Bigelow, and Maintenance Manager John Little will also serve on the Committee. A discussion concerning encouraging other participants followed. Executive Director Marilyn Stadler will place a Public Service Announcement in the Anacortes American, hang notices in the facility, send information to Friends of Fidalgo Pool and Fitness Center and will refresh the language about the committee on our website. ED Marilyn Stadler suggested that Libby Grage from the City of Anacortes may be a great help on the committee. Commissioner McNett will approach her and see if she is interested. Appointment to the committee will be completed at the next regular meeting of the Board of Commissioners.

- **Communication Plan Update**

This agenda item was discussed during the Administration report.

New Business

- **Levy Result**
The Maintenance & Operations Levy passed by 69.22% and will be for six years. The Commissioners, managers and staff will send a “Thank You Voters” letter to the editor to be placed in the Anacortes American.
- **Aquatics Manager Vacancy**
Natalie Franulovic has resigned from the position of Aquatic Manager.
- **Resolution #310 – Employee Policies Manual Update**
Executive Director Marilyn Stadler stated that the new salary plan and organizational chart need to be updated in the Employee Policies Manual.

MOTION: A motion was made and seconded (MCNETT/WAY) to accept Resolution #310 – Employee Policies Manual Update. The motion passed unanimously.

- **Other**
Commissioner Shaw explained that the Physical Therapist that provides rehabilitation in the pool has a new i-pad to help her with documentation while here; however, there seems to be a problem with the Wi-Fi in the pool area and in the Youth Aquatics Manager’s office. Commissioner Olson stated that he will work with Comcast to resolve the issue.
- **Executive Session ordered by Commissioner Andrew Olson permitted by RCW 42.30.110 will be conducted for 30 minutes.**
At 7:10 pm, the Board of Commissioners meeting was resumed and two topics were discussed with the following actions.

- With the new vacancy in the Aquatics Manager position, Executive Director Marilyn Stadler stated that it is a good time to assess the Aquatics and Fitness Center managers’ positions and make changes. She believes that Carla Bigelow, Fitness Manager has the experience and ability to handle both the Aquatics Manager and Fitness Manager Positions. ED Stadler recommended that the Board have Ms. Bigelow resume the Aquatic Manager position, give her a \$2,000 annual pay adjustment now, and charge Aquatics 75% of her salary and benefits with the remaining 25% charged to the Fitness Department. ED Stadler and Ms. Bigelow will work on a new job description for this position that will cover both departments. At the Commissioners’ meeting on January 7, 2016, the new job title and description will be presented and voted on by the Board. If accepted, Ms. Bigelow will receive an additional \$2,000 for the expanded role. Megan Jacobson, Aerobics/ Group Fitness Instructor hours have increased to 20 hours a week to cover activities in the Fitness Department that were originally covered by Carla Bigelow.

MOTION: A motion was made and seconded (TAYLOR/SHAW) to combined the Aquatics and Fitness Manager position, maintain Carla Bigelow in the role, adjust her pay by \$2,000 annually and charge 75% of her salary and benefits to Aquatics and the remaining 25% to Fitness. The motion passed unanimously.

- The Commissioners of Fidalgo Pool and Fitness Center have decided to make the best offer that the District can make for the 2210 “J” Avenue property, owed by Mr. Merlin Kipp. The Board believes the purchase of the property would be beneficial to our community. The Board wants Mr. Kipp to know that we appreciate his

consideration of our offer, and we hope that he understands that this is the highest offer we can afford and are permitted to give.

After looking at the Comparable Market Information that Windermere Real Estate provided, we understand as of November 2, 2015, the average price per square foot home was \$166 for sold properties and \$172 for pending properties in this area.

Since the District is publically owned, is fiscally responsible with tax-payers' money, and must spend within its means, the Commissioners of Fidalgo Pool and Fitness Center are required by law to pay within a certain appraised value for property. We understand that if we used the current \$172/square foot comparable, the 2210 "J" Avenue property would be priced at \$278,640. However, the Commissioners also believe that based on information provided by the Skagit County Assessor site on this home that we can offer \$325,000, \$200/square foot; which is significantly higher than the comparables. We are also still required to have an appraisal and inspection on the property before proceeding.

We believe that 20% down and earnest money of \$4,000 are appropriate. The District can provide the \$4,000 earnest money as soon as needed.

In regard to Mr. Kipp renting the property after we close to February 29, 2016, we will ask Mr. Kipp to place a \$1,000 deposit down to rent the house for that period of time. Mr. Kipp may stay at the home rent free, except he will be responsible for paying all utilities fees during his stay. When Mr. Kipp vacates the premises on February 29, 2016 and after he has settled his utility bills, his \$1,000 deposit will be returned to him. If Mr. Kipp chooses to remain in the house after February 29, 2015, his rent payment will be adjusted to fair market rent value. In our rent agreement with Mr. Kipp, we would also state that our Maintenance Manager will be permitted to complete outside duties to the house and in the yard. If internal repairs are needed, we will make an appointment at Mr. Kipp's convenience to have the Maintenance Manager work inside.

Executive Director Marilyn Stadler will have authority by the Commissioners to proceed with all requirements to purchase and close on this property.

MOTION: A motion was made and seconded (NCNETT/OLSON) to offer \$325,000 for the 2210 "J" Avenue property, place \$4,000 earnest money and 20% down, allow the rent agreement with Mr. Kipp as stated and give Executive Director Marilyn Stadler the signing authority to handle the purchase of the property. The motion passed unanimously.

ADJOURN

MOTION: A motion was made and seconded (MCNETT/OLSON) to adjourn the meeting at 7:15 pm. The motion passed unanimously.

The next regular meeting is scheduled for Thursday, December 3, 2015, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.