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MINUTES

Regular Meeting of the Board of Commissioners
Fidalgo Pool and Fitness Center
Thursday, October 1, 2015, 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

Absent: Ilima Shaw

Staff Present: Marilyn Stadler, Natalie Hood, Carla Bigelow, Jason Hunter, John Little

Guests: Christine Mathes, Joan Pringle

APPROVAL OF MINUTES

The regular meeting minutes of September 3, 2015 were reviewed.

MOTION: A motion was made and seconded (MCNETT/OLSON) to approve the minutes from the September 3, 2015 regular meeting as submitted. The motion passed unanimously.

APPROVAL OF VOUCHER(S)

09/29/2015	\$86,949.95
TOTAL	\$86,949.95

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

PUBLIC COMMENTS/CORRESPONDENCE

We had 9 “Tell Us About It” forms, comments and a facebook post since our last Board of Commissioners’ meeting. A summary of the comments is below:

1. I have just returned to using the pool early in the morning. I have noticed that there is cold air blowing in the pool area that makes it very cold for those of us who walk. Also, the changing rooms are very cold. Is it possible to control fans in the pool area and put on some heat to take the chill out of the changing rooms? (Referred to Maintenance)
2. A quick note to say that for some reason the air in the pool building seems cold. Class patrons in the early class are getting chilled to the point of leaving the water to get warm in a hot shower....using more hot water than usual. Hope there is a quick fix. BTW have you noticed the daylight (and cold air) coming in through the gap under the door from the deck to the parking area? (Referred to Maintenance)
3. Locker room is too cold. (Referred to Maintenance)
4. I’m old and the air is too cold for me. (Referred to Maintenance)

5. I am seriously going through pool withdrawal. I usually swim at least 5 times a week here, and I get such a fun workout. I've lost 53 lbs since the end of May when I started my diet and exercise program. It's so nice for the people of Anacortes to have access to such a great facility; the staff members are second to none, and the building is clean and well-maintained.
6. Lori is fantastic in the 7:30 am water class. Great exercises to keep us moving. Good job!
7. Welcome back Carla to the 7:30 am class. Keep working us. Liked the ladder concept.
8. As you know, the strength and conditioning class has been shifted to 7 am on Tuesdays and Thursdays. As a result, I no longer take the class although it had become a valuable part of my fitness routine. 8 am was a fine time; 7 am is just too hard for someone who has been retired for 20 years. We were told the change had to be made to accommodate the schedule of the only person available to teach. However, Megan, who coached the last class before Labor Day, told us that she was available at 8 and would like to take on the additional class. Several of us know Megan from Bayside and would be pleased to work with her. I'm urging you to shift the class back to 8 on the winter schedule. FPFC is a valuable part of the community and one that I have always supported. The strength and conditioning class seemed to meet the needs of a loyal group of 15+ mostly senior citizens. I hope it will return to 8 am on the winter schedule. If so, I will definitely be back. (At the time this class was changed, Megan was not employed with us, and the only available, qualified person could only teach at 7 am).
9. I'm writing to you regarding the strength and conditioning class which was previously offered at 8:00 am on Tuesday and Thursday. It was an excellent class, and had good attendance for a long time. Now it has been moved to 7:00 am. The new time is difficult for most of the 15 or so of us who used to attend, and most of us have dropped the class. Considering this, I would like to ask you to do what you can to find a good instructor and reintroduce the 8 o'clock class in the winter session. (Fitness Manager Carla Bigelow is assessing this possibility.)

Supplemental Director's Report July – September 2015

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- TAC numbers are:
 - Home School Team: 15
 - Bronze: 25
 - Silver: 18
 - Gold: 18
 - Juniors: 25
 - Seniors: 4
 - Masters: 12
 - Total 105 without masters active + or – 3,
- The new fiscal year is starting with strong numbers in the older groups. Jason is aware that a number of Jr. swimmers will be competing mostly with the High School teams but is proud to have swimmers competing for Sedro Woolley, Mount Vernon, Burlington and Anacortes.
- The home school group is starting off well. Last year it was a strong group and Jason feels that it will continue to grow.

- TAC's first meet will be the Fall Thunderbird October 3rd. This will be a fun fast meet for the kids.

Fitness Report –Fitness Manager Carla Bigelow

- **Floor:** over the August Shut-down the GroupX Classroom floor was leveled per the contract with Flooring Connection.
- **Mirrors:** Mirrors were ordered from Todd Hunter Glass. They will contact FPFC to arrange installation when the mirrors arrive from the manufacturer. MM Little will move some electrical outlets that are installed where the new mirrors will be hung.
- **GroupX Classroom Painting:** Walls have been patched and prepped for painting.
- **GroupX Fitness Classes:** Several new classes have been added to the schedule for Fall Quarter. FM Bigelow will send out email blasts, announce classes on Facebook and add classes to the GoAnacortes.com online calendar. Times for some of the existing classes were changed due to changes in instructor availability.
- **Equipment:** Over the August shut-down the fitness equipment, including weights, mats and balls were cleaned and disinfected. Instructor Meagan Z. also spent time inflating the Silver Sneakers balls and the Resist-a-Balls.
- **Anacortes Senior Center Fall Prevention Fair:** FM Bigelow is working with Sr. Center Manager Sally Hill to man an FPFC information table for the Fall Prevention Fair scheduled for Friday, September 11.

Aquatics – Aquatic Manager Natalie Hood

- Girls' High School swimming starts September 8th. All teams will have their normal practice times.
- High school dual meets are scheduled for some Tuesday's and Thursday's 2:00-4:00pm (time may vary).
- Swim lessons are available for registration through December 31st.
- Aqua Zumba continues to be popular, but because of high school swim season, we will have to change the time to 5:30 pm instead of 6:30 pm.
- Starting in September, Masters will practice before we open at 6am. This will allow lap swimmers and water walkers to have the pool to themselves from 7:00-8:30 am.
- Finished a Lifeguard course and all participants passed. A few of them were hired.
- Working on organizing lap lanes. Boards were purchased by TAC and we are looking into purchasing signs for them.
- We had a total of about 90 participants in swim lessons for our last Summer session. This session tends to be a little lighter than the rest.
- Monday, Wednesday and Friday water aerobic classes will go back to their regular schedule, shifting forward 30 minutes.

Maintenance – John Little

Maintenance Report for August 2015

- Removed paint from the pool deck and locker rooms' tile floor perimeters to clean up the look of the tile floor edges.
- Scraped and prepped the lower edges of the walls around the perimeter of the pool deck and locker rooms.

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- Brushed and cleaned the pool sides and bottom daily during shutdown.
- Removed rust spots and polished stainless steel deck hardware.
- Removed rust spots from pool and locker room floor tiles.
- Removed everything from the south east shed. Cleaned the interior, disposed of unused items, installed shelves, organized and put everything back.
- Boiler inspection. Drained the boiler and opened up the fire side and water side for inspection. Inspection passed. Reassembled and fired up the boiler.
- Pressure washed all pool deck and locker rooms' tile.
- Pressure washed all exterior perimeter sidewalks.
- Re-grouted the women's locker room shower tile floors.
- Removed and hauled away old unused pumps and motors in the lower filter room.
- Installed electrical outlets in the southeast corner of the lower fitness center entry and in the vicinity of the lobby water cooler. Installed an outlet for the lobby water cooler.
- Replaced defective drywall in the vicinity of the lobby water cooler.
- Removed the shackle system of fastening the pool buoy to the buoy line.
- Full service of HVAC belts, motors and filters.
- Removed all furniture from Administrative office, cleaned walls and floors; removed unused office electrical cords and cables. Rerouted and organized office cords and cables after putting all furniture back.
- The pool main drain and water inlets were inspected.

Financial Reports

Levy net income based on QB for July 2015 – (\$25,010.91) and YTD – \$137,612.79. 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 need 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 July - \$6,866.69 and YTD - \$72,921.32. Gross income for programs is listed below:

DEPARTMENT	FISCAL YEAR	JULY 2015	JULY YTD 2015	JULY 2014	JULY YTD 2014
Aquatics	Jan 1 – Dec 31	\$19,788	\$124,128	\$15,847	\$119,620
Swim Lessons	Jan 1 – Dec 31	\$11,363	\$59,900	\$6,160	\$45,808
Youth Aquatics	Sept 1 – Aug 31	\$5,479	\$98,434	\$6,708	\$97,968
Fitness Center	Jan 1 – Dec 31	\$4,273	\$38,708	\$2,601	\$18,266

Director's Report August – October 2015

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- Due TAC numbers are:
 Home school group: 15
 Bronze: 25
 Silver: 18

Gold: 18

Juniors: 25

Seniors: 4

Masters: 12

Total 105 without masters Active + or - 3

- Now that TAC has had a month to settle into the season, the team is starting strong. Jason would like to see greater younger numbers but TAC has a strong core.
- Saturday Oct. 3rd TAC is hosting a one day meet. TAC has about 80 swimmers signed up and Jason is looking for some good results to start the year off.
- One of the team's yearly goals is to send a relay in every age group to PNS Champs. In the past years TAC has had some problems getting younger swimmers to the champs meet and Jason is hoping to get the kids motivated.
- Oct. 10-11 TAC will be attending a swim meet in Burlington. It looks like the team will be taking about 30 athletes to the meet.

Fitness Report –Fitness Manager Carla Bigelow

- **SilverSneakers®:** In July 2015, 160 out of 674 enrollees participated for 1,244 visits. In August 2015, 135 out of 683 enrollees participated for 770 visits.
- **Silver&Fit®:** In July 2015, 6 out of 8 enrollees participated for 62 visits. In August 2015, 6 out of 8 enrollees participated for 62 visits.
- **PHYSICAL PLANT**
 - **Mirrors:** The mirrors will be installed in both fitness areas on Friday, October 23. FM Bigelow and MM Little have decided on placement of the electrical outlets, paper towel holder, and fan that need to be moved prior to the mirror installation. MM Little will also remove the linoleum panels from the wall.
 - **Equipment:** FM Bigelow and ED Stadler purchased two (2) 15-bar sets of Bodypump bars & weights with racks - 1 new, 1 slightly used - from the former owner of Watersedge Fitness Center. The complete sets currently retail new at around \$2500 each. Purchase price as \$1700 total for both sets. They are set up in the GroupX Classroom. Thanks to MM Little and members of the TAC coaching staff and team for helping load, transport, and unload the equipment.
- **CLASSES**
 - **Instructors:** Silver Sneakers Instructor Charlie Hendricks has begun her maternity leave. She may not return to teaching. Instructor Lindsey Miller will take on the class. She will attend Silver Sneakers Classic instructor training in October in Marysville. Carla is also suggesting to instructors Jillian Ganci and Meagan Zielinski that they get the certification in order to act as substitutes as needed. Gentle Yoga Instructor Celeste Atterberry will no longer teach on Fridays. FM Bigelow is working on a replacement instructor for Fridays.
 - **Email Blasts:** FM Bigelow has sent out several email blasts regarding land and water groupx classes via EZ Facility. Several patrons have commented that they have seen them in their inbox and appreciate the information. Class numbers in the GroupX Classroom are also beginning to increase.
- **COMMUNITY INVOLVEMENT**
 - **Anacortes Senior Activity Center:** FM Bigelow organized and manned a table at the Fall Prevention Fair on September 11. The display included Pool and Fitness Center schedules, and information on strength and balance training for seniors.

- **American Red Cross serving NW Washington:** FM Bigelow attended a training called ERVs: Ready, Set, Roll. This class certifies her to drive the large, ambulance-type ARC Emergency Response Vehicles and assist with mass feeding. She continues to serve as the Disaster Action Team Captain for Fidalgo and Guemes Islands.
- **Mount Baker Council BSA:** FM Bigelow is heading up a team of BSA leaders from throughout NW Washington to recharter the 300+ Packs, Troops, Teams, Crews and Ships in Mount Baker Council. Tasks include revision of printed materials, assembling instructional packets, verifying leader training requirements are met for all registered leaders, assisting with the online recharter process, verifying accuracy of unit recharter documents and working with volunteer and professional staff throughout the process.

Aquatics – Aquatic Manager Natalie Franulovic (FM Carla Bigelow reporting)

- **Lifeguards:**

- On Friday, September 25, 2015 a 10 year old patron was injured when another patron jumped in the water and landed on her back. Head Guard Trevor Johnson and Lifeguard Kenny Alluise performed a spinal rescue. EMS was called by Cashier Jenny Hall. EMS was called and checked out the child. She was released to her father. It should be noted that HG Johnson led the lifeguard staff in an in-service training on Wednesday, September 23 that included several spinal rescue drills.
- During a swim meet on Saturday, September 26, 2015 one of the swimmers had a medical emergency and lost consciousness in her lane during a race. Head Guard Elizabeth Tripp, Lifeguards Nate Weeks and Zoe Brunson responded quickly and removed her from the water. BEHS/SWHS Head Coach Dave Brunson called EMS. The victim was checked out by Anacortes Fire Department EMTs and released to her mother. In email communications with FM Bigelow, HG Tripp praised the quick response of the lifeguarding staff and swim team coaches during the response. FM Bigelow spoke to the victim's mother on Monday, September 28. She said that her daughter was doing well and had not inhaled any water into her lungs. The mother was very appreciative of the quick and professional response of the lifeguarding staff.

- **Swim Lessons:**

There are currently 80+ students enrolled in the September session of swim lessons. Swim lesson registration is open for sessions through mid-December.

- **Group Fitness:**

Instructor Rita Yribar will be retiring in October. We wish her well in her future endeavors. AM Franulovic is working on filling the instructor position for Motion'n'Mind.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program for August 2015 was 86 visits by 32 different participants, YTD 563 and the usage by military families for August was 120 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	
TOTAL	766	TOTAL	649

- Other statistics:
 1. The FPFC total number of visits for August 2015 was 2,573 and January – August 2015 Year-to-Date was 29,837. The FPFC total number of visits for August 2014 was 1,419 and January – August 2014 Year-to-Date was 25,120. These statistics don't include the visits from Physical Therapy patrons, swim meet participants or rentals.
- Friends of Fidalgo Pool and Fitness Center had their plant sale on Saturday, September 26, 2015 to raise money for the uncompleted first aid room. The room needs a free standing sink, protective cabinets, a water proof stretcher and other supplies. Friends received a \$5,000 dollar in honor of Carla Bigelow and her fantastic instructor skills to be used for the First Aid Room.

Maintenance – John Little

Maintenance Manager John Little completed the following:

- Removed the defective water pressure regulator buried in the ground on the pool's side of the city water meter. Installed a new water pressure regulator in the boiler room where our main water supply enters the building. Installing it in the building makes it serviceable and adjustable.
- Installed a new main water line backflow preventer in the boiler room. The previous one was defective and the parts are no longer available for repairing it.
- Replacing the pressure regulator and backflow preventer has resolved the pool's low and varying water pressure problems. We now have consistent water pressure throughout the facility regardless of how many fixtures are being used or if the pool is filling with it's 2 inch water line.
- All the backflow preventers were tested and certified (annual requirement).
- Canflex USA, Inc., a local manufacturing company, repaired Ollie the Octopus. They attached 3 new anchor points to the bottom surface and sealed and repaired all leaks. They mentioned the original material has deteriorated and the next time it needs extensive repairs it would be best to purchase a new one.
- Painted and repaired Ollie's cart as needed.
- Warranty work was completed on the upstairs fitness floor.
- Painted lower walls around the perimeter of the pool deck and locker rooms.
- Prepped and painted the pool rollup door.
- Repaired the lights above the bleachers.
- Renewed all the defective light covers on the light fixtures under the balcony deck.
- Replaced defective floor tiles in the main entry lobby.
- Waxed the lobby and conference room floors.
- Renewed the break room faucet.

- Renewed several sink drain lines in the locker rooms. Renewed one locker room faucet and repaired several others.
- Cleaned pool filters. Made filter tank repairs as needed.
- Cleaned the gutters and hauled away all the tree debris from the major windstorm.
- Repaired the stereo system for the pool area. Installed a new amplifier.
- Cleaned HVAC ducts in the locker rooms.
- Cleaned the condenser coils of all three refrigerators.
- Cleaned the carpets in the Aquatic office and the stairs to the upstairs fitness area.
- Brushed and cleaned the pool sides and bottom daily during shutdown.
- Friends of Fidalgo Pool installed a new water cooler in the main lobby.

Investments

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

Financial Reports

August 2015 Financial Statements are pending.

Old Business

- **Communication Plan Update**
 - The new website is up and running without difficulties at this time.
 - The promotion to encourage the public to view the website and become more involved started with an advertisement in the Anacortes American.
- **Landscaping and Yard Maintenance Committee**
Business Manager Cheryl Thomas and Christine Mathes, Friends and Thunderbird Aquatic Club representative discussed the committee's progress with finding a landscape architect for the fitness center area. After soliciting for at least three bids, we were only able to obtain two. The committee is investigating what is really needed so it may take more time than expected to complete the project. In the meantime, Christine Mathes stated that several volunteers are going to plant native Nootka Rose plants on the slope and possible build a fence around that area. This is temporary to prevent injury.

New Business

- **Thank You Notes**
The Commissioners signed thank you notes for Kyle Mahoney and Canflex. Kyle Mahoney of Westward Designs gave Fidalgo Pool and Fitness Center a \$1,000 in-kind donation for the \$1,500 website design project. The Canflex Company donated labor and materials to repair Ollie the Octopus.
- **Next Meeting Schedule**
The Commissioners approved a meeting change from November 5 to the 12. ED Stadler will notify the newspaper.
- **Friends of FPFC Challenge**
If new donors pitch in and contribute at least \$1,000 to the Friends' endowment fund for the future of Fidalgo Pool and Fitness Center, Pat Barrett and Mary Staley of Barrett Financial will match with a \$1,000. Mark and Marilyn Stadler have also stated that they will match \$1,000 to the fund as well.
- **Newspaper Interview**

Joan Pringle, Anacortes American reporter interviewed the Commissioners, managers and the TAC/Friend representative about the upcoming pool levy.

ADJOURN

MOTION: A motion was made and seconded (MCNETT/WAY) to adjourn the meeting at 6:45 pm. The motion passed unanimously.

The next regular meeting is scheduled for Thursday, November 12, 2015, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.