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MINUTES

Regular Meeting of the Board of Commissioners
Fidalgo Pool and Fitness Center
Thursday, October 6, 2016, 5:30 p.m.

CALL TO ORDER

The meeting was called to order by Commissioner Andrew Olson at 5:34 p.m.

Commissioners Present: Jeremy McNett, Andrew Olson, David Way

Commissioners Absent: Pam Taylor, Mel Larsen

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

Public: Christine Mathes, Keith Rubin, Sandy Hatfield

LONG RANGE PLANNING CORE GROUP

Executive Director Marilyn Stadler began the presentation. She stated that the FPFC is 41 years old. Over the past two decades, the commissioners, managers and staff of the District have heard that the aquatic and wellness needs of the community are not being adequately met here. For example, patrons say that we need at least two separate pools, one for competitive and active users that is kept at 79-80 degrees to prevent overheating; the other one for seniors, young children and disable folks kept at 85 degrees or higher because these individuals cannot tolerate cooler water temperatures. The facility needs to have major renovations to its HVAC unit, lighting, and hot water systems to be more energy efficient. It also does not meet ADA code nor does it have a fire alarm and sprinkler system.

In December of 2015, the Commissioners of FPFC appointed public and staff managers to a Long Range Planning (LRP) Committee to address the community's needs for the facility now and for generations to come. The Committee conducted a survey, offered public workshops and assessed previous background documentation and information on these needs. The LRP decided that the next step in the process is to hire an architect firm to help develop a master plan for the facility that includes more input from the public. A Request for Qualifications (RFQ) for architectural design services was created and advertised. A small core group of LRP Committee was selected to handle the interview, selection process and make a recommendation for hire to the Board of Commissioners. The members of this small group included Christine Mathes, Libby Grage and Keith Rubin.

Libby Grage was unable to attend so Keith Rubin talked about the group's process to develop a recommendation.

- In July, the subcommittee was formed to assist with interviewing and making a recommendation to the Pool Commission for selection of the consultant.

- After the August 15, 2016 deadline for submittal of responses to the RFQ, Marilyn Stadler provided the sub-committee members with copies of responses from each firm that submitted; five in total – ARC, CORE, ELM, ORB and KSL.
- Sub-committee members individually reviewed the documents and evaluated each firm’s responses to the RFQ and their relevant qualifications. ED Stadler provided a matrix to assist with evaluations.
- After the August 24, 2016 presentation on Energy Savings Performance Contracting, the subcommittee briefly met to discuss their progress on evaluations. It was determined to meet later after everyone had fully completed his or her review.
- On August 3, 2016, the subcommittee met to discuss the evaluations and decided that three of the firms stood out from the rest as having the desirable qualifications for this project. Those 3 – ARC, ELM and ORB were chosen for interviews.
- Interviews were scheduled for the week of September 12th. Each firm was given a ½ hour tour of the facility prior to the interview. Although the subcommittee had a list of questions, the interviews were generally informal in nature, with the discussions flowing naturally, and then circling back to make sure all relevant questions had been answered. Each interview lasted about 1.5 hours.
- The sub-committee met after each interview to discuss their perceptions of each firm.
- After the final interview on September 15, 2016, the committee met for several hours to discuss the performance of each of the firms. After failing to decide on a recommendation, it was determined that the sub-committee members needed additional time to think about their selections and to meet again on September 19, 2016
- The subcommittee met for about 1.5 hours on September 19, 2016 and agreed on a recommendation of the firm believed to be the most qualified and best suited to assist with this important project.

Christine Mathes presented the group’s overall impressions on each one of the interviewed candidates.

	ARC	ELM	ORB
Answered pre-interview questions	Exceeded expectation	None provided	None provided
Personnel in attendance	3 – Great ideas	3 – Only engineer seemed knowledgeable	3 – Good ideas
Materials provided & examples of similar work	Detailed similar projects brochure provided	Provided verbal description of dissimilar project	Project examples provided, but not allowed to retain
Answered interview questions	Thoroughly answered questions and provided clarifying examples	Evaded answering questions directly	Adequately answered questions and provided clarifying examples
Interview follow-up	Next day provided additional graphical	Sent thank you note	Did not provide promised materials

	materials		
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Keith Rubin stated that the core group spent over 80 hours in researching and determining the best candidate firm for the job. The group recommends that the Board hire ARC. Keith also expressed concerns that the Board of the Commissioners must concentrate on a Public Relations campaign as they move forward. Public involvement and support are key elements of the planning and implementation process.

MOTION: A motion was made and seconded (OLSON/MCNETT) to begin contract negotiations with ARC for architectural design services. The motion passed unanimously.

ED Stadler will contact the firms Friday, and explain that the District will begin contract negotiations with ARC.

Sandy Hatfield asked questions about the involvement of Energy Saving Performance Contracting and the choice of Architect.

APPROVAL OF MINUTES

- Special Meeting of the Board of Commissioners Pool’s Long Range Planning Committee August 24, 2016 (LRP & Board of Commissioners Action)
- Regular Board of Commissioners Meeting Minutes September 8, 2016
- Special Board of Commissioners Meeting Minutes September 19, 2016

The Regular Board of Commissioners’ minutes from the September 8, 2016 meeting were reviewed.

MOTION: A motion was made and seconded (OLSON/MCNETT) to approve the minutes from the September 8, 2016 meeting. The motion passed unanimously.

There wasn’t a quorum present to approve neither the Special Meeting of the Board of Commissioners Pool’s Long Range Planning Committee minutes from August 24, 2016 nor the Special Board of Commissioners Meeting Minutes from September 19, 2016

PUBLIC COMMENTS/CORRESPONDENCE

“Tell Us About It” Summary

We had 4 “Tell Us About It” forms and one note since our last Board of Commissioners’ meeting. A summary of the comments is below:

1. Please do away with the buzzer. It backs up the traffic moving through the doors and it is obnoxious.
2. Suggestions for Fitness Center:
 - a. A row of curtains like you have on the east wall to separate the lobby and weight room. Awkward having people stare at you.
 - b. Some TVs around with news or sports on.
 - c. Some sound cancelling method to eliminate echo.
 - d. More mirrors around the north and east walls.
 - e. Add a stepper machine.
 - f. Dumbbells up to 120 lbs.
 - g. Music playing just to get a bit of sound in the area.
 - h. Otherwise it’s a great gym that easily surpasses Thrive.

3. The red headed fitness trainer is very loud. She talks extremely loud and she had her client throw a sand-bell on the floor very hard. It was so loud that it hurt my ears. Very obnoxious. Please ask her to be quieter with her voice and do another exercise instead of the sand-bell on the floor. (Referred to Aquatic and Fitness Manager).
4. I would greatly appreciate the addition of a swim suit water extractor (aka spinner). For anyone who swims daily or multiple times per day, it is very useful. Most of the pools I've visited in King County provide this too. (Fall 2016 Splash News addresses why we will not purchase these devices now and possibly in the future. A design change is needed to prevent them from being damaged easily.)
5. I want water fitness/aqua aerobics class probably in the afternoon or at least closer to noon.

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- TAC numbers are:
 - Home School Team: 12
 - MS/HS: 6
 - Intro to TAC: 7
 - Bronze: 32
 - Silver: 19
 - Gold: 17
 - Juniors: 16
 - Seniors: 5
 - Masters: 20
 - Total 113 without masters active + or – 3
- Now that TAC has had a month to settle into the season, the team is starting strong. Jason has a ton of new kids on the team and is working on getting all the new kids working with the kids who have been on the team for awhile.
- Oct. 8th and 9th TAC will be traveling to Bellingham for their first meet of the season. There are about 30 swimmers signed up to swim.
- Oct. 22nd and 23rd the team will travel to Oak Harbor and Oct. 29th and 30th TAC will host its first home meet.
- One of the team's yearly goals is to get 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.

Aquatics & Fitness Report – Aquatic & Fitness Manager Carla Bigelow

- **SilverSneakers®:** In July 2016, 176 out of 755 enrollees participated for 1,209 visits. In August 2016, 153 out of 759 enrollees participated for 675 visits (lower than last month due to 2-week shutdown).
- **Silver&Fit®:** In July 2016, 7 out of 12 enrollees participated for 34 visits. In August 2016, 4 out of 12 enrollees participated for 20 visits (lower than last month due to 2-week shutdown).
- **At Your Best®:** In July 2016, 30 out of 51 enrollees participated for 211 visits. In August 2016, 26 out of 52 enrollees participated for 112 visits (lower than last month due to 2-week shutdown).
- **AQUATICS**
 - **Fitness:** Aqua Fitness classes are going well. Instructors are connecting to various online resources including www.fitmotivation.com, [YouTube](https://www.youtube.com), and select Facebook pages to add variety and fun into their workouts.

- **New County Program:** AFM Bigelow was contacted by Lauren Maddox, a social worker with the county's Access to Recovery (ATR) program, about partnering with FPFC to provide pool and/or fitness memberships to people in the ATR program. ATR will approve vouchers for up to \$100 per participant in order for them to access pool and fitness programs.
- **Lifeguard Certification Class:** As of this writing, there are six (6) enrollees for the Lifeguard Certification class scheduled the first two weekends of October. Some of the candidates are already employed at FPFC as Swim and/or Fitness Instructors.
- **Employee Scheduling:** AFM Bigelow and AAFM Dees have been trying out a new employee scheduling website: www.whentowork.com. At this time only Lifeguards are part of the trial. The majority of the guards who have logged on and worked with the system like its ease of use. Should FPFC decide to continue following the 30-day trial period, all departments would be added to the system, which will greatly reduce the time needed for monthly scheduling. The system tracks hours allowed and hours scheduled which should reduce over scheduling and overlapping work shifts. Shift trades and added shifts will be handled online, reducing or eliminating paper copies.
- **Swim School:** There are approximately 68 students enrolled in fall Session I swim lessons. Session II and III registration is ongoing and looking good for this time of the season. AAFM Dees has created additional Water Wiggles and an LTS 2 classes for the remaining fall session. Additional instructor staff has added flexibility and depth to the Swim School.
- **Wibit:** The Wibit has been a great success so far. Patrons have been excited to come to Recreational Swim and it has been used for a few rentals as well. Patrons of all ages are able to be on the toy at the same time. There is a lot of cooperation; patrons are generally complying with the rules. As staff has worked with the course, set-up and break down times have shortened. Rules are posted on the website and are reviewed prior to Recreational Swims.
- **FITNESS:**
 - **Classes:** AFM Bigelow has added a Step Aerobics class on Tuesday and Thursday mornings. Instructor Kristine Murray will lead the class. Instructor Amanda Gregg attended YogaFit Level 1: Foundations training in Tumwater the weekend of September 24 - 25. Instructor Gregg is currently teaching Core Yoga and Flow Yoga, in addition to Strength and Conditioning. AFM Bigelow is covering the Gentle Yoga class until an instructor can be hired. TRX Basic and Zumba are on date limited runs and may be cancelled should class numbers remain small.
 - **Training:** AFM Bigelow is working with Healthways to try to get a SilverSneakers® instructor training scheduled here in the spring. This would allow several FPFC instructors, as well as other instructors throughout the NW counties, to complete their SilverSneakers® instructor certifications in Classic, Yoga and, possibly, Splash or Boom. This training will benefit the pool by enabling additional staff instructors to sub.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program August 2016 was 30 visits by 20 different participants, 705 visits YTD. The usage by military families for August was 50 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	55
July 2015	69	July 2016	43
August 2015	86	August 2016	30
September 2015	69	September 2016	
TOTAL	718	TOTAL	705

- Other statistics:
 1. The FPFC total number of visits for August 2016 was 2,017 and January – August 2016 Year-to-Date was 28,813. The FPFC total number of visits for August 2015 was 2,573 and January – August 2015 Year-to-Date was 29,837. These statistics don't include the visits from Physical Therapy patrons, swim meet participants or rentals.

Maintenance – John Little

- The pool water UV system bi-annual full service was completed.
- Worked on minor repairs around the property that could be accomplished with supplies on hand or with minimal procurement.
- The upcoming October major project is working on acquiring and installing a new diving board (board only). Other than that, Maintenance will be working on minor repairs around the property that can be accomplished with supplies on hand or with minimal procurement.

Investments

- A total of \$227,164.27 is invested and will mature on August 1, 2017.

Financial Reports

Our Balance Sheet is reflective of our current financial status. Levy net income based on QB for August 2016 – (\$81,296.67) and YTD – (\$15,085.64). The change between August YTD 2016 and August YTD 2015 is a difference of \$105,554.29. Note that we are to receive approximately \$70,000 - \$80,000 less in levy funds due to the mill rate approved by the voters beginning in 2016. However we need to control spending due to the additional \$25,000 that was expensed this month. We will receive our second major levy release in October. Program net income for August – (\$8,371.55) and YTD - \$53,514.15. Gross income for programs is listed on the next page.

DEPARTMENT	FISCAL YEAR	AUGUST 2016	AUGUST YTD 2016	AUGUST 2015	AUGUST YTD 2015
Aquatics	Jan 1 – Dec 31	\$9,455	\$130,749	\$12,136	\$136,557
Swim Lessons	Jan 1 – Dec 31	\$3,399	\$47,522	\$3,003	\$62,903
Youth Aquatics	Sept 1 – Aug 31	\$2,888	\$94,679	\$1,223	\$98,434
Fitness Center	Jan 1 – Dec 31	\$3,520	\$51,272	\$4,047	\$42,755

APPROVAL OF VOUCHER(S)

09/29/2016 \$72,134.63

TOTAL \$72,134.63

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

Old Business

• **Budget 2017 Discussion**

- Commissioner McNett stated that he would like the Maintenance Manager to have his own Department Budget. ED Stadler stated that that the Levy Administration and Levy Maintenance budget have been split and provided to John Little. John Little will be able to view QuickBooks for his department if he has questions.
- Commissioner Olson wanted to know if the Managers present were comfortable with their budgets.
- Commissioners Larsen and Taylor may have questions on the budget before its approval at the next Board Meeting.

• **Concessions and Wibit Rental Prices**

- Concessions prices were reviewed. Melissa Reynolds will be helping with concession ordering. The goal is to avoid running out of particular items.
- Wibit rental prices are still being investigated. The Commissioners stated that the new recreation equipment needs to be advertised in greater detail to the public.

New Business

• **Other**

- The Commissioners discussed how private personal training and private swim lesson instruction are handled.

ADJOURN

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

The next regular meeting is scheduled for Thursday, November 3, 2016, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.