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MINUTES

Special Meeting of the Board of Commissioners
Master Capital Improvement Plan Committee (MCIP)
Fidalgo Pool and Fitness Center
Tuesday, January 19, 2016, 5:00 p.m.
The Public was invited.

CALL TO ORDER

The meeting was called to order by Chair and Commissioner Jeremy McNett at 5:00 p.m.
Committee Members Present: Commissioner Dave Way, Commissioner Mel Larsen,
Executive Director Marilyn Stadler, Maintenance Manager
John Little, Interim Aquatics Manager Carla Bigelow, Dr. Mick
Donahue, Libby Grage, Sandy Hatfield, Keith Rubin, Christine
Mathes

Committee Members Absent: David Lervik

Public: Tom Conroy, Marcia Books, Dixie Johnson, Ed Sprauer

CALL TO ORDER

Chair McNett called the meeting to order at 5 pm.

APPROVAL OF MINUTES

The Special Meeting of the Board of Commissioners – MCIP Committee minutes of January 5, 2106 were reviewed by the Committee and Commissioners.

MOTION: A motion was made and seconded (RUBIN/BIGELOW) that the committee members approve the minutes from the January 5, 2016 meeting. The motion passed unanimously.

MOTION: A motion was made and seconded (WAY/LARSON) that the commissioners approve the minutes from the January 5, 2016 meeting. The motion passed unanimously.

QUESTIONS ON 2007 BOND DOCUMENTS

The committee members had a few questions and comments concerning the 2007 bond documents that were sent for their review before the meeting.

- The responses from the random samples were mostly from older adults. It could be that the survey length was too long for working couples with families to take the time to participate and/or the time of day the survey was conducted was not convenient for them.
- The consultant did extensive work on the survey and the other 2007 documents for the bond.
- The survey method was appropriate for the time period, but there are other ways to solicit more participation by using Survey Monkey, the Fidalgopool.com website, mailings, and in-house promotion.

- The original 2007 survey is ten years old, and we have continued to receive public comments concerning many capital improvements that were in the original survey. However, the committee believes we should blend elements of the old survey with newer requests and re-do the survey.

PUBLIC INPUT IDEAS

Additional public input ideas from Libby Grage and David Way were discussed. Committee members added their suggestions to the list:

- Conduct a survey through Survey Monkey. This can be linked to our website. Hand written surveys from those that don't have internet or are uncomfortable with it, can be entered into Survey Monkey for them.
- Have open house(s)
 - We could have a "free" community day to attract people who might not normally attend the pool.
 - Business after hours.
 - Tours of the facility
- Meet with stakeholders, for example – Vince Oliver, Island Hospital, Mark Wenzel – Anacortes School District (AHS), Dan Worra – Port of Anacortes, Mayor Laurie Geer, Plant Managers of Shell and Tesoro Refineries, City Council, Port of Anacortes Commissioners, Athletic Director at AHS, Stephanie Hamilton – Anacortes Chamber of Commerce Executive Director and chamber board, service organizations, Economic Development Association of Skagit County, business owners, construction people, Anacortes American newspaper reporter etc. We need to make a comprehensive list and divide the stakeholders among the MCIP committee members for personal outreach. We will need a single-page fact sheet for all committee members to use.

How we need to get the word out that we are looking for input:

- One-sheet information flyer with pool information, ways to give input including through website
- Surveys at front counter
- Stand-up board in front lobby with poster (including dates/times of open houses, etc.)
- Email to pool user distribution list
- Request to major pool users & other community organizations to send out email and posts on facebook, post flyers and posters with ways to give input (for example - link to survey, etc.) – hospital, medical/physical therapy clinics, school district, Chamber of Commerce, etc.
- See if we can have a Channel 10 slide show
- Presentations to City Council, Hospital Commission, School Board, etc.
- Advertise open house(s) on Hospital, John Scott, and other digital signs
- Mailings down the road – this is not necessarily for initial request for input; but we should consider a large mailing (like the school district did) once we have some concept plans drawn up and ideas more refined.
- Newspaper articles, press releases, clamdigger write-ups
- Contacts at the Anacortes School District would be able to help us model our public input plan after theirs.

CAPITAL IMPROVEMENT STATEMENT & LIST (FACT SHEET)

David Way's statement will be used for the Capital Improvement Fact Sheet.

Fidalgo Pool & Fitness Center has provided wellness and recreational services for all age groups in our community for over 40 years. It is time to modernize and meet the growing health needs of the community while functioning in a safe and efficient manner. Over the years, patrons have expressed what capital improvements are needed. A Master Capital Improvement Planning Committee (MCIP) has been formed. Public and other stakeholder input is requested throughout the planning process.

Dr. Mick Donahue suggested that we might want to scale back some of the wording on the long list of things in the statement list, just the basics in bullet form. He also states that we need to remove anything that can be solved with the maintenance levy monies.

Sandy Hatfield suggested that we need a fact sheet explaining the difference between a bond and a levy. It should also explain what the levy pays for. Marilyn Stadler has a fact sheet already prepared with this information. It was used for the last general election for the Maintenance and Operations Levy.

SURVEY

The Committee reviewed the first draft of a possible new survey.

- The new survey asked questions on items that appeared in the old 2007 survey.
- The committee wants to validate if the needs determined by the public at that time have changed and if a different floor plan is desired. Commissioner McNett stated that some recent work reconfigured the lobby, reception area, staff rooms and the Family/Private Changing rooms differently than what was in the original concept drawing.
- The survey needs to be shortened, and not include, "are you aware that Fidalgo Pool and Fitness Center offers the following aquatics/fitness programs and activities", levy & maintenance items and increased parking. The former item should be a separate one page document on our website and the latter will be addressed by the conditional use process if the project moves forward.
- More demographic information, such as the number of family members in the household, the range of ages, and the age of the survey participant should be added.
- The survey needs a different layout. It would be better to have titles on a list of related survey questions. For example, under Aquatics have the warmer water pool for young children and seniors, the resistant walking track and Physical Therapy Pool. Under Accessibility, Safety and Privacy have elevator to upstairs, connection to the Senior Activity Center, and Family/Private Changing Rooms. Under amenities, the steam room, sauna and Jacuzzi would appear.
- Sandy Hatfield stated that some patrons have expressed a need for an indoor walking track, better food and drink services, and increased recreational activities for teens and children. Vendor room rental opportunities should also be included.

NEXT STEPS

Executive Director Marilyn Stadler will:

- Determine if the MB storage on the Fidalgopool.com website can be increased for the MCIP documents and public input information.

- Work with our website designer to change the Community Tab to MCIP and add different drop down menus to share meeting materials, information and other documents. This would be similar to the website the City of Anacortes has development to share the COA Comprehensive Plan.
- Add a public comment section, with time limit, on the agenda.
- Coordinate with Christine Mathes on a list of individuals of companies, corporation, school district, chamber, etc that the committee can approach about the MCIP process.
- Contact Marc Esvold to gain knowledge on how the Anacortes School District engaged the public in their capital improvement plan.
- Revise the statement and capital list into a one page fact sheet.
- Plan a tour of the facility in our next committee meeting.
- Work with Carla Bigelow on the survey.
- Place the “are you aware that Fidalgo Pool and Fitness Center offers the following aquatics/fitness programs and activities” information on the website.
- Share with the committee the information on the difference between a levy and bond, and what the levy pays for at the facility. This information has been circulated and is readily available to use however the committee best sees fit.

The Committee will:

- Review the documents requested, the meeting minutes and other information sent before the next meeting for the MCIP.
- Email suggestions or comments about the handout to Marilyn Stadler so she can prepare them in a document for next meeting.

ADJOURN

The meeting was adjourned at 6:36 pm. The next schedule meeting of the Special Meeting of the Board of Commissioners – MCIP Committee will be Tuesday, February 2, 2016, 5 pm in the Pool’s conference room.