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MINUTES

Regular Meeting of the Board of Commissioners
Fidalgo Pool and Fitness Center
Thursday, April 6, 2017, 5:30 p.m.
The public was invited.

CALL TO ORDER

The meeting was called to order by Commissioner Jeremy McNett at 5:30 p.m.
Commissioners Present: Mel Larsen, Pam Taylor, David Way, Andrew Olson
Staff Present: Marilyn Stadler, John Little, Carla Bigelow
Public: Phil Phudhomme, Christine Mathes, Mitch Everton

PUBLIC COMMENTS/CORRESPONDENCE

"Tell Us About It" Summary

We had one "Tell Us About It" form, two notes, two verbal suggestions and two emails since our last Board of Commissioners' meeting. A summary of the comments is below:

1. March 12th email from Philip Prud'homme to Commissioners Way & McNett of the Executive Director Search Committee: "**The following I'd like to submit to the entire Board** (If there is another more formal route for this communication, please let me know.) I ask the FPFC Board of Commissioners to slow down the search process for the Executive Director position and open up the application process to a wider audience. There are two reasons for my request:
 - I have seen the same situation with other organizations. When the hiring process is pushed through quickly, the chances of not getting the right person for the job are much greater.
 - Transparency is important in creating greater trust and support throughout the community. As you know, trust and support will be key when conducting a capital campaign, proposing a levy or both.

I understand the desire to find a replacement for Marilyn as soon as possible. While some of the plans and forward progress regarding development of a new/renovated facility may have to be pushed back 3-6 months, getting the correct person for this extremely important job is critical, and in my opinion the most important job of the Commission. Thank you for your service to FPFC and the entire Fidalgo community." (Commissioner McNett's email response to Phil Prud'homme – "Marilyn's retirement has been in the process for quite some time. We have also been in the process of looking for a replacement since she originally informed us. We have discussed a few good candidates. The transition to a new ED is planned to take six months and is not planned to be pushed through and we are following RCW requirements in our search and hiring process, which has been guided by consultation with MRSC. Our processes are transparent, published online, in the paper, and discussed at

our public meetings (rarely do patrons or the public show up to ask questions or listen to the reports provided). The ED position change will have no impact to scheduling or decision making in regards to the master planning taking place. The planning committee, of which I am a co-chair and made up of community members and facility users, helps guide this initial planning process along with stakeholder meetings, workshops, and presentations to the Board, who ultimately are the decision makers. All material collected and plans are available on our website for review. Marilyn has done a great job for the facility over the years and we thank her greatly for her hard work. Choosing the right new ED will be a critical step in taking the facility to the next level. I will make sure that your email is an exhibit as a public record comment at our next board meeting.”). Executive Director Marilyn Stadler alerted the board of her retirement plans the first week of November 2016. She explained the process since then to find the right person for the Executive Director position. Three excellent candidates were found, but the first one took an Executive Director position with another agency. The second candidate was interviewed by the Commissioners, and the Commissioners decided in the public session of the March 15th Special Meeting of the Board to offer that person the position pending on a third candidate’s interest. The third candidate did not apply and the second candidate was offered and accepted the job. It is normal employer hiring procedure to hold the announcement until the candidate has the opportunity to notified current employers, employees, family and friends. The candidate asked the Board to hold the announcement due to this situation until now.

2. We have more people in SilverSneakers® than we have weights of the necessary size. We need 1 and 2 #. (More weights ordered.)
3. Since each bathroom upstairs has one stall, please consider making each one available to both genders.
4. For downstairs gym, place a bar on the wall for stretching legs, like upstairs. Clock that can be seen in the gym.
5. A shower in the pool area for those of us with kiddos of the opposite sex who are uncomfortable sending them into the locker room for long. They could come in with swim suits on and just rinse before and after. Three moms today would appreciate this plus many more, I guess.
6. I would love to see annual passes or even biannual passes brought back.
7. A patron said the showers in the mens' locker room are not turning completely off and water is dripping. (Referred to Maintenance Manager)

APPROVAL OF MINUTES

- The Regular Board of Commissioners Meeting Minutes for February 2, 2017 were previously approved but needed to be signed by Secretary, Commissioner McNett. This was completed.
- The Special Board of Commissioners Meeting Minutes for January 23, 2017 were reviewed.
MOTION: A motion was made and seconded (TAYLOR/MCNETT) to approve the January 23, 2017 minutes as submitted. The motion passed unanimously.
- The Regular Board of Commissioners Meeting Minutes for March 2, 2017 were reviewed.
MOTION: A motion was made and seconded (MCNETT/TAYLOR) to approve the March 2, 2017 minutes as submitted. The motion passed unanimously.
- The Special Board of Commissioners Meeting Minutes for March 15, 2017 were reviewed.

MOTION: A motion was made and seconded (OLSON/TAYOR) to approve the March 15, 2017 minutes as submitted. Commissioner McNett abstained. The motion passed unanimously.

APPROVAL OF VOUCHER(S)

<u>3/29/17</u>	<u>\$80,597.58</u>
TOTAL	\$80,597.58

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

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- TAC numbers are:
 - Home School:
 - MS/HS: 7
 - Intro to TAC: 7
 - Bronze: 28
 - Silver: 19
 - Gold: 17(-1)
 - Juniors: 27
 - Seniors: 5
 - Masters: 25
 - Total 101 without masters Active + or - 3
- The team is currently enjoying spring break, spending a little time away from the pool. All programs will be starting up again on the 10th.
- Championship season is at an end. TAC took 8 swimmers to Sr. Sectionals, 3 more than the last year and 3 swimmers to Regionals, 2 more than last year. 6 new team records were set at the two meets.
 - Emmett Moore 52.27 100 fly, previously held by Elliott Hofferth 2015
 - Emmett, Nathan, Maksym, Spencer 3:26.18 400 free relay, previously set in 1992
 - Emmett, Maksym, Nathan, Spencer 1:42.45 200 medley relay, previously set in 1992
 - Emmett, Maksym, Beau, Nathan 3:40.67 400 medley relay, previously set in 2013
 - Jacob Hoxie 1:00.54 100 breaststroke, previously held by Ian Hansen 2000
 - Jacob Hoxie 2:12.31 200 breaststroke, previously held by Jacob Hoxie 2017
 - Zoe Hill was the only TAC swimmer to make finals at Senior Sectionals, placing 30th, and making a Futures cut with a 24.01 in her 50 free.
 - Jacob Hoxie made finals at Regionals placing 7th in the 100 breaststroke and 4th in his 200 breaststroke.
 - Beau Omdal made finals at Regionals placing 7th in the 200 im and 5th in the 100 fly.
- Coming up in May TAC will be hosting the Spring Thunderbird May 19-21.

Aquatics & Fitness Report – Aquatic & Fitness Manager Carla Bigelow

- **SilverSneakers®:** In January 2017, 158 out of 635 enrollees participated for 1,110 visits. In February 2017, 153 out of 650 enrollees participated for 1,005 visits.
- **Silver&Fit®:** In January 2017, 36 out of 52 enrollees participated for 220 visits. In February 2017, 48 out of 128 enrollees participated for 261 visits.

- **At Your Best®/Optum:** In January 2017, 37 out of 80 enrollees participated for 270 visits. In February 2017, 39 out of 82 enrollees participated for 266 visits. Fitness Advantage 2 out of 2 enrollees for 5 visits.
- **GENERAL:**
 - **Love Fidalgo purchasing:** Love Fidalgo equipment purchasing is almost complete. Several items have already arrived and are in use. Purchasing should be wrapped up by the end of the first week of April.
 - **Podcast:** AFM Bigelow was recently interviewed by Marc Sanders of WMS Aquatics for a podcast he produces about aquatics and working in and around the water. The podcast will be available for listening sometime in late April. AFM Bigelow spoke about FPFC, its programs, staff and patrons and what makes FPFC such a special place in our community.
- **FITNESS:**
 - **Classes:** Global feedback from GroupX patrons is that they are really enjoying the variety of classes being offered. We are now offering at least one (1) yoga class daily and have added a second Pilates class. AFM Bigelow continues to look at expanding and enhancing the class offerings in order to meet the needs of our diverse patron base. The spring schedule began on April 1. There are three new group fitness classes being offered by Instructor Rockwell:
 1. **Bars, Benches & Balls** (Mondays at 12:15 pm and Fridays at 9:45 am) is a whole body workout using a variety of equipment that builds strength, endurance & balance.
 2. **Classic Mat Pilates** (Wednesdays at 12:15 pm) is the perfect lunchtime workout to build flexibility, abdominal and back strength.
 3. **Vinyasa Yoga** (Fridays at 12:15 pm) is a great way to balance energy, build flexibility and strength while you flow and breathe.
 - **Instructors:** Instructor Culp will remain on staff as a sub. Her Friday morning Zumba class has been cancelled. Instructors Newton & Gregg are continuing their YogaFit training.
- **AQUATICS:**
 - **Aqua Fitness classes:** We are seeing new faces in several of our classes as well as snowbirds returning to FPFC for the spring and summer. Patrons have stopped AFM Bigelow several times to express their appreciation for the variety of classes offered and for the skill and professionalism of the Aqua Fitness instructors.
 - **Instructors:** AFM Bigelow and AAFM Dees attended and successfully completed the American Red Cross Water Safety Instructor Trainer Academy held at Bainbridge Aquatics Center. It was five (5) long, very full days of training. AFM Bigelow and AAFM Dees were privileged to meet and train with other aquatic professionals from throughout the United States and South Korea. Bigelow and Dees are already putting the training to use as a WSI Certification class began on March 28 and continues weekends through April 9.
 - **Swim School:** There are currently 119 swim lesson students enrolled in Swim School. This number includes thirteen (13) children from the Swinomish Tribe After School Program. AFM Bigelow and AAFM Dees are in discussions with the La Conner Co-op Preschool to schedule additional swim lesson classes for their students.
 - **Key Log Rolling:** Instructors Zielinski and Fors have done a terrific job developing marketing materials and a usage plan for the Key Log. The Key Log will be in the water on Wednesday and Friday evenings from 7 - 8 pm as part of Open Swim activities. Instructors Fors, Zielinski and E. Anderson will be demonstrating skills, coaching patrons

and promoting Key Log Rolling to the community. The Key Log and our log rolling team will also be at Seafarer's Park during Waterfront Festival for demonstrations and to allow community members to try this PNW heritage sport.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program February 2017 was 89 visits by 37 different participants, visits 313 YTD. The usage by military families for February 2017 was 33 visits.

Month	# of Visits	Month	# of Visits
October 2015	89	October 2016	69
November 2015	72	November 2016	85
December 2015	84	December 2016	72
January 2016	80	January 2017	50
February 2016	61	February 2017	89
March 2016	67	March 2017	
April 2016	61	April 2017	
May 2016	63	May 2017	
June 2016	55	June 2017	
July 2016	43	July 2017	
August 2016	30	August 2017	
September 2016	51	September 2017	
TOTAL	756	TOTAL	313

- Other statistics:
 1. The FPFC total number of visits for February 2017 was 3,772, January Year-to-Date 2017 was 8,163. The FPFC total number of visits for February 2016 was 4,028 and Year-to-Date was 7,936. These statistics don't include the visits from Physical Therapy patrons, swim meet participants or rentals.
 2. Candy/pop sales have dropped dramatically since new candy/pop price change. In particular, pop sales. December pop was down from the previous year -41.5% candy - 1.7. January pop was down 52.9% and candy was +14.00%. February pop was - 33.8% and candy was -18.7%.

Maintenance – John Little

- Repaired the hot water tempering valve for the domestic hot water system.
- Renewed the pool pump selector switch.
- Renewed the pool water level float.
- Repaired the pump seal bleed lines on the HVAC boiler water recirculation pump.
- Repaired the faucet in the men's restroom.
- Repaired the lower lobby water fountain.

Investments

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

Financial Reports

Levy net income based on QB for February 2017, includes bond interest – (\$35,935.88) and YTD – (\$81,918.88). Our previous levy net income from 2016 continues to help carry expenses

until our next major levy release in April. Program net income for February 2017 – \$11,968.01 and YTD - \$16,855.40. Pool rental revenue is high this month due to the BEHS Contract. We need to continue to assess revenues in Aquatics. Employee expenses are higher due to the minimum wage increase in January 2017. With an increase to \$11.50/hr required in 2018, we need to continue to monitor whether the current fee structure will be able to maintain program net income in 2018. Gross income for programs is listed on the next page:

DEPARTMENT	FISCAL YEAR	FEBRUARY 2017	FEBRUARY YTD 2017	FEBRUARY 2016	FEBRUARY YTD 2016
Aquatics	Jan 1 – Dec 31	\$25,231	\$41,894	\$14,753	\$32,382
Swim Lessons	Jan 1 – Dec 31	\$6,346	\$11,897	\$6,817	\$12,896
Youth Aquatics	Sept 1 – Aug 31	\$9,635	\$47,827	\$9,481	\$51,315
Fitness Center	Jan 1 – Dec 31	\$7,748	\$16,625	\$6,424	\$14,014

Old Business

- **Executive Director Position**

The Board of Commissioners is pleased to announce that Mitch Everton has accepted the position of Executive Director starting July 1, 2017. The plan is to have a smooth transition period so our services are not affected by the change.

Mitch brings a wide range of professional experiences to this position. He has worked in private, public and non-profit organizations during his career. His vast knowledge of strategic planning and leadership skills will be a huge benefit to the District. He is currently President of John L. Scott and also provides consulting services for over 30 school districts state-wide. He was formerly Executive Director of the Anacortes Chamber of Commerce, and Executive Vice President of ProBusiness Services that was sold in 2003 to ADP.

Mitch has a BA in Business Economics from the University of California, Santa Barbara and a MBA in Finance and Marketing from the University of California in Berkeley.

He has served on many boards in Anacortes since 2001, including for the school district, Community Theater, Red Cross, Arts Festival, Island Hospital Foundation, library and school foundation.

The Commissioners instructed ED Stadler to notify staff and the Anacortes American of Mitch's upcoming employment.

- **Long Range Planning Committee Update**

1. Commissioner Jeremy McNett, Christine Mathes, and Executive Director Marilyn Stadler reviewed ARC's concept designs, pool examples, and what the Long Range Planning Committee suggested for the next concept design revisions. A public meeting is planned to discuss the designs at the Anacortes Activity Senior Center on May 16, 2017.
2. The Commissioners are concerned that the public presentation must be conducted correctly to reflect this stage of the feasibility study, and having adequate explanation of potential costs. For this reason, it was decided that the

Commissioners with the Long Range Planning Committee should review the presentation before it is shared with the public to make sure that the right message is executed. Executive Marilyn Stadler will change the meeting on May 16, 2017 to the pool conference room and will plan another public meeting later. It was also determined that an hour and half is not enough time for the public meeting so in addition to arranging a different date, more time will be planned.

3. Commissioner McNett will contact Stan Lokting, ARC to explain what the Commissioners would like to see in this Special Meeting of the Board with the Long Range Planning Committee.

New Business

- **Oath of Office**

1. Commissioner Pam Taylor has stepped down from her position and Christine Mathes was appointed by the Commissioners on March 15, 2017 to finish her turn.
2. Christine Mathes took the Oath of Office for the Commissioner #3 position at Fidalgo Pool and Fitness Center at this Board meeting.

- **Committee Assessments and Assignments**

1. The Commissioners assessed the current committee list, and asked Commissioners Way and Mathes to join the Personnel Committee.
2. Commissioner Mathes will also be placed on the Finance Committee.
3. Phil Prudhomme would like to serve on the Public Relations Committee.
4. It was decided to discuss the Committee assignments more next month.

- **Shutdown**

Maintenance Manager John Little was asked to assemble a shutdown schedule and budget. Committee members Commissioners Larsen and Olson will meet with John Little before May's Board meeting.

ADJOURN

MOTION: A motion was made and seconded (OLSON/MCNETT) to adjourn the meeting at 7:30 p.m. The motion passed unanimously.

The next regular meeting is scheduled for Thursday, May 4, 2017, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.