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MINUTES

Regular Meeting of the Board of Commissioners
Fidalgo Pool and Fitness Center
Thursday, April 7, 2016, 5:30 p.m.

CALL TO ORDER

The meeting was called to order by Commissioner Jeremy McNett at 5:32 p.m.
Commissioners Present: Jeremy McNett, Mel Larsen, David Way
Commissioners Absent: Pam Taylor, Andrew Olson
Staff Present: Marilyn Stadler, Carla Bigelow, John Little, Cheryl Thomas

APPROVAL OF MINUTES

The regular meeting minutes of March 3, 2016 and the special meeting minutes of March 17 & 29, 2016 were reviewed.

MOTION: A motion was made and seconded (MCNETT/LARSEN) to approve the minutes from the March 3, 17, & 29, 2016 meetings. The motion passed unanimously.

APPROVAL OF VOUCHER(S)

3/30/2016	\$149,715.89
TOTAL	\$149,715.89

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

PUBLIC COMMENTS/CORRESPONDENCE

Tell Us About It” Summary

We had 13 “Tell Us About It” forms, two emails and one note since our last Board of Commissioners’ meeting. A summary of the comments is below:

1. I was a Bayside member. I would like yoga and especially with Erika. (Erika will be teaching a Monday evening Yoga class in the Spring).
2. I loved the quality machines! Easy to use and understand. Thank you for such a nice workout room. Would you consider purchasing another recumbent bike? I have foot fractures and I can not stand or walk so the recumbent bike is the best for me. (I walk but cannot pound on hard surfaces.) Each morning I have to wait to use it or there are others waiting for me to get off. I believe it is a popular piece – busy most mornings. Thanks for considering it next time you can afford a purchase. Bayside Fitness has closed and could we buy one of their recumbents? The closure might explain why it is getting busier. (We understand that Bayside Fitness may not be closing. It was discussed and decided to purchase another recumbent bike. We can add a few pieces of equipment without affecting ADA needs.)

3. Great pool. Reasonable fees! I'm so happy to have this resource available at a price I can afford. The weight room is also nice. Is it feasible to get a centrifuge for swimsuits? Thank you so much!
4. Please consider adding childcare. Bayside Fitness is closing and Thrive has turned me away before because they already maxed out with 20 kids in child care. Help. If you would like a list of interested parents, I could certainly get on started. (Executive Director contacted the writer of this comment. We don't think this is an option right now since we don't have a sprinkler system.)
5. I'd like to see all showers in ladies locker room have those extra larger shower heads.
6. I just wanted to mention how much I enjoy the water aerobic classes taught by Kristen. She is an EXCELLENT instructor and she presents a challenging workout. I have participated in water aerobics in 3 other states that I have lived in, and her classes far exceed any I have taken elsewhere. I hope Fidalgo Pool will do all it can to retain her as an instructor. Others in my classes have commented that prior to her teaching, the classes were not all they could be. She's a gem....I hope you can keep her!
7. I was looking into swim lessons for my children. The only available times/days are during normal school and business hours. This makes them impossible for children to attend. The second option of private lessons would be so expensive that, as a single parent, is completely unrealistic and impossible to budget. I hope that there are future times more appropriate for school aged kids and families with jobs. (Shared with the Aquatic & Fitness Manager)
8. "I would like to see a bigger training facility with more cardio machines and other equipment too. It is a lovely facility and I'm happy to be working out here with Kyle!"
9. Please put a mat at the women's door so we don't slip. (The patron and the Executive Director emailed and discussed where the mat is needed. We will purchase aquatic mats for the areas leading from the pool into the locker rooms.)
10. Not enough fitness towels. Always running out and constantly washing the few that we have – upstairs classes need them also. (Towels were purchased.)
11. "I wanted to offer a few comments about your facility. I recently joined, following my trainer from Thrive Fitness, Kyle Ciminski. I would like to compliment you on your new gym. It's clean and seems to be well maintained. Off course, all the new equipment is very nice! And it's a light-filled space, which is also nice. Do you have any plans to expand your gym facility, and/or add some more equipment? It would be terrific if you could add a few more cardio machines, a couple more ellipticals, possibly another stair-stepper. I don't know if you need another treadmill or not; I use the elliptical the most of any of those machines. Also, shock absorbing matting in at least some areas would be good. Concrete floors are unforgiving, as you probably know. It would also be great to have some music in the gym. A TV would be okay, too, though personally, I enjoy the music more. Thank you for taking the time to read this note." (We will investigate the prices of another elliptical and AMT machine.)
12. Suggestion – add a TRX band anchor on the gym wall so the trainers don't take up the pull-down machine. Thanks. Also add acoustic absorbing materials in fitness. (An anchor is being provided).
13. I would like to see another elliptical trainer, please.
14. Open earlier on Sunday.

15. Need closures back on schedules! (There has been a separate closure sheet for patrons. It has been in operation for three quarters. We will make sure clients are aware that the information is available on the website and on our closure sheets.)
16. Please ask trainers to use softer voices when they are with clients. Others are using the room too – room echoes.
17. Commissioner Way explained a customer service issue that occurred recently. A customer asked about a new Boot Camp posted on the website with a front desk staff member. The employee didn't know anything about it. It was decided that the managers need to be more proactive in notifying front desk staff about programs, schedule changes, etc. There was also a discussion about five people waiting in line at the front desk. Executive Director Marilyn Stadler stated that the front desk serves costumers as quickly as possible. No matter where a person goes for services or products, it is realistic to expect that he or she may need to wait in line occasionally.

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- TAC numbers are:
 - Home School:
 - Bronze: 28 (0)
 - Silver: 20(0)
 - Gold: 17(0)
 - Juniors: 27(+2)
 - Seniors: 4
 - Masters: 20
 - Total 92 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 April 11th.
- Championship season is at an end. Emmett Moore placed 2nd at Regionals in the 100 fly. The team took 5 swimmers to Sectionals, last year they took 1 so saw a huge jump in swimmers that qualified. During the meet 5 team records were set, and there were a number of great swims.
- For those that don't know, USA Swimming divides the nation into 5 regions. A Regionals Meet is hosted at Federal Way and has teams from Alaska, Hawaii, Washington, Idaho, Montana, Nevada, Oregon and a couple other places. It is specifically for swimmers 14 and under.
- Sectionals has the same division but is much faster. During the meet there were close to 6 individual swimmers that made their Olympic Trails Cut. There were also some swimmers who were close to making the Olympic team. It was a very fast meet.

Aquatics & Fitness Report – Aquatic & Fitness Manager Carla Bigelow

- **SilverSneakers®:** In January 2016, 192 out of 700 enrollees participated for 1,236 visits. In February 2016, 205 out of 721 enrollees participated for 1,325 visits.
- **Silver&Fit®:** In January 2016, 4 out of 8 enrollees participated for 45 visits. In February 2016, 6 out of 10 enrollees participated for 30 visits.
- **At Your Best®:** In January 2016, 24 out of 32 enrollees participated for 184 visits. In February 2016, 25 out of 38 enrollees participated for 195 visits.
- **Fitness:**

- **Personnel & GroupX Classes:**
 1. Please welcome new instructors: May Huang - Yoga Flow, Ericka Bakkum - All Levels Flow Yoga, Kyle Ciminski - TRX, Natalie Culp - Zumba, Callie Martin - Mat 1 Pilates, Sylvia Yang - High Intensity Interval Training, Amanda Gregg - Strength & Conditioning, Kirsten Fors - Bootcamp.
 2. AFM Bigelow is looking for a new instructor for the Friday Gentle Yoga class. Instructor Celeste Atterberry is able to cover some of the classes through May 6.
- **Equipment:**
 1. Ordering of new equipment from the Love Fidalgo event held by Friends of Fidalgo Pool & Fitness Center is under way. Rogue rack, weights, bars and bands have been ordered.
- **Aquatics:**
- **Swim Lessons:**
 1. There are currently 158 students enrolled in group swim lessons, including 25 from the Swinomish Tribe. Spring Session I registration is looking strong. AFM Bigelow and AAFM Dees are looking at promoting and offering all 3 Level 6 options over the summer.
 2. June 8 - 10 we will be offering a custom swim lesson program to a group of early elementary students from Lopez Island.
 3. Several of our swim instructors are planning to attend the WSI certification at the Oak Harbor pool in June. This will strengthen our swim lesson program and allow us to offer community water safety classes.
- **Personnel:**
 1. Please welcome new Swim Instructor Amanda Gregg to our staff. Amanda is also a former lifeguard. She plans to recertify during our June class.
 2. Instructor Lori Johnson recently completed certification through the Aquatic Therapy and Rehabilitation Institute. The training included aquatic training for those rehabbing after injury or illness and training specific to back injuries and rehabilitation.
 3. LG Trevor Johnson and AAFM Dees are attending a Life Guard Instructor course at the Oak Harbor Pool (Apr. 2 - 9.) They will be authorized to teach Lifeguarding classes as well as Babysitting, Community CPR/AED/First Aid and other Red Cross classes.
- **GroupX Classes:**
 1. Instructor Kirsten Fors' new 7:30 - 8 AM MW High Intensity class is very popular. It has eased some of the crowding in the 8 AM MW class.
 2. Instructor Fors and AAFM Dees will be attending the AEA Group Fitness Certification in Kennewick, WA on April 16.
- **Special Olympics:**
 1. Special Olympics swimming began March 31 and will run through early June. There will be a local swim meet here on May 14 from 12:30 - 3:30 PM. It is anticipated that nearly 100 Special Olympics athletes and their families will attend.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program for February 2016 was 61 visits by 33 different participants,

386 visits YTD. The usage by military families for February was 79 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	
April 2015	72	April 2016	
May 2015	72	May 2016	
June 2015	48	June 2016	
July 2015	69	July 2016	
August 2015	86	August 2016	
September 2015	69	September 2016	
TOTAL	718	TOTAL	386

- Other statistics:
 1. The FPFC total number of visits for February 2016 was 4,028 and Year-to-Date was 7,936. The FPFC total number of visits for February 2015 was 3,901 and February 2015 Year-to-Date was 7,470. These statistics also don't include the visits from Physical Therapy patrons, swim meet participants or rentals.
- Fidalgo Pool Forum has not received any interest.
- Twenty- four people have registered on-line since the promotion started (1 Guemes, 3 Oak Harbor, 1 La Conner, 1 Mount Vernon and the rest were from Anacortes).

Maintenance – John Little

- Exceptionally high winds broke the upper half of a large tree between the SW corner of the Pool building and the Senior Center building. The deadfall landed on a fence. A local tree removal company was hired to remove the entire tree including grinding the stump. Fence repairs are pending.
- Renewed a defective hair dryer and repaired 3 other hair dryers in the men's and women's locker rooms.
- Funds were received for a new ADA compliant chair lift. We are currently working with a dealer to purchase and coordinate the installation at a time and in a manner that does not compromise the quality of the new anchoring system or interfere with scheduled pool activities.
- We are currently working with a dealer to purchase and coordinate the installation of a new overhead door at the SE corner of the pool deck. Installation will be at a time and in a manner that does not compromise the safety of patrons or installers. Because of the manufacturer's lead time, the soonest it will be installed is late May; the latest it will be installed is in August during Shutdown.
- Marilyn was able to find a source to purchase ballet barre brackets (thank you Marilyn) that closely match the existing ballet barre brackets in the upper fitness area. They will be installed when we receive them.
- Ordered and received the remaining new filters for the pool water filter system. All the filter elements are scheduled to be renewed this August during Shutdown.
- The gutters were cleaned and moss was removed from the roof.

- Installed GroupX equipment on the walls of the upper fitness area.
- Trimmed out the remaining wall baseboard in the upper fitness area.
- Planted grass in the bare lawn area north of the lower fitness area.

Investments

- \$186,204.61 will mature August 1, 2016.
- \$40,000.00 will mature July 31, 2016
- We have a total of \$226,204.61 in investments.

Financial Reports

Levy net income based on QB for February 2016 – (\$24,880.33) and YTD – (\$63,628.41).

Remember we do not accrue levy dollars; we actually report funds as received. Our first major levy release this year is in April. Last year’s levy net income is covering levy expenses for the first quarter of the year. Program net income for February – \$7,447.14 and YTD - \$20,605.79.

Gross income for programs is listed below:

DEPARTMENT	FISCAL YEAR	FEBRUARY 2016	FEBRUARY YTD 2016	FEBRUARY 2015	FEBRUARY YTD 2015
Aquatics	Jan 1 – Dec 31	\$14,753	\$32,382	\$13,670	\$29,099
Swim Lessons	Jan 1 – Dec 31	\$6,817	\$12,896	\$6,520	\$14,447
Youth Aquatics	Sept 1 – Aug 31	\$9,481	\$51,315	\$10,628	\$55,723
Fitness Center	Jan 1 – Dec 31	\$6,424	\$14,014	\$5,941	\$12,874

Old Business

- **Master Capital Improvement Plan (MCIP) Committee**
 - Executive Director Stadler briefed the Commissioners on the work of the MCIP Committee.
 - The Committee prefer to call it a Long Range Plan instead of MCIP.
 - The survey has ended and the results on posted on the website. The information has also been shared with our pool patron email list, Fidalgo Living and the Anacortes American.
 - A discussion followed concerning possible grant money for projects. At this point in time, there aren’t any grants for indoor aquatic and/or fitness centers. However, there may be energy-efficient grant money. We will continue to research for grant opportunities.
- **Upcoming Public Workshops**
 - The next step in the long range planning process is to have two workshops for the public and the committee to discuss the survey. These workshops will include a brief presentation on the results, a discussion period, a tour of the facility and an opportunity to offer comments. The workshop attendees will also be asked to use the pool within two weeks of the workshops without charge so they can report any other facility issues that need to be addressed.
 - The first public workshop on the Fidalgo Pool & Fitness Center survey will be Saturday, April 16, 1- 3 pm and the second is scheduled for Thursday, May 12, 5 – 7 pm in the pool’s conference room.
- **Pool Chair Lift**
 - Executive Director Stadler discussed the need to obtain and install the pool chair lift as soon as possible.

- Maintenance Manager John Little explained that he contacted the manufacturer and received all the price information from for the grant. They said they can't sell it to us directly; we have to purchase it through one of their Dealers. We have a monthly service agreement with Aquatic Specialty Services from Seattle. The manufacturer said we can purchase it through Aquatic Specialty Services. Since Aquatic Specialty Services also install the lifts, John asked them to look at the project and let us know if they will install it, how they will install it and how long it will take.

The service technician looked at the project on March 24th on their scheduled monthly service visit. On March 25th John sent photos of the deck location and the manufacturer's pool profile guide to the dealer. They also have the details of the attached grant.

The general installation process is: The deck area will be x-ray scanned to locate the bonding grid in the concrete. All metal in the pool deck is required to be bonded. The old fastening system for the current lift will be removed from the concrete. The new fastening system will be installed in the concrete. Concrete and tile repair will be completed as necessary.

Carla Bigelow has indicated that closing the pool on a Tuesday or Thursday is the least disruptive to the pool schedule. John still needs to verify with the installer how long we need to close the pool.

The last time John talked with Teresa at Aquatic Specialty Services, she said she will have their lead installation technician contact him this Tuesday the 12th when he is back at work to finalize the details of when and how they can install the lift.

New Business

- Commissioner Way asked about the progress on the Training and Certification policy. A draft is completed, but the personnel committee needs to meet upon Commissioner Taylor's return to finalize it for board approval.

ADJOURN

MOTION: A motion was made and seconded (MCNETT/WAY) to adjourn the meeting at 6:10 pm. The motion passed unanimously.

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