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MINUTES

Regular Meeting of the Board of Commissioners
Fidalgo Pool and Fitness Center
Thursday, July 2, 2015, 5:30 p.m.

CALL TO ORDER

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

Commissioners Present: Andrew Olson, Jeremy McNett, David Way

Staff Present: Marilyn Stadler, Cheryl Thomas, Natalie Hood, John Little, Carla Bigelow

Guests: Tom Conroy, Bill Turner, Heather Burke, Christine Mathes, Mel Larson

PUBLIC COMMENTS/CORRESPONDENCE

We have had two "Tell Us About It" comments and four email concerns since our last Board of Commissioners' meeting. A summary of each comment is below:

- Just wanted to give you some feedback on the water Zumba class. I'm having a great time in class. More importantly, I have been seeing a physical therapist for a frozen shoulder and have noticed so much improvement in my shoulder since starting this class. I'm hopeful that another evening Zumba class will be added.
- Please have an additional water Zumba class in the evening. Lindsey, the instructor, does a great job!
- Please tell your maintenance person to clean the dirt/grime or whatever it is under the slide in the deep end. Resolved by John Little, Maintenance Manager
- Email from Mr. Bill Turner received on 7/1/2014 at 11:14 am.

Dear Pool Commissioners,

It is my understanding that the Board is considering a 6 year levy this fall, as opposed to the traditional 3 years. I am strongly opposed to a 6 year levy.

A six year levy is too long as many things could change in that period. We just went through one of the very worst recessions in US history and our economy could change again. A three year levy gives us an additional opportunity to change our path to meet new challenges or to take advantage of positive financial news.

I have been encouraging the Board to make changes this past year and I am pleased that you are on the right path toward fulfilling the lawful obligations of a Public Recreation District, but we have a long way to go. Before we ask the voters to put their confidence in

a 6 year levy, we first need to complete a Master Plan and vastly improve the public communication from the Pool.

As you know, in reflection, I believe the Board should have completed the Master plan before the new Fitness Center was initiated, with a great deal more public participation. Please read the letter to the editor today in the Anacortes American regarding the recent school bond. It explains very well the expectations of the voters in Anacortes for transparency and public participation.

- Email from Mr. Bill Turner received on 7/1/2014 at 11:42 am.

Dear Board,

The new summer schedule is limiting time even further for lap swimmers. I discovered on Monday when I came in at 11:15 to lap swim that lessons were still going. I had assumed incorrectly that at 11:00 the lessons were to end, but discovered that lessons still have priority over laps until 11:30. This is very confusing. I was told by lifeguard that I could ask the 10 year olds and their teacher to move from one of the lanes, but that they had the right to be there. The older man next to me told me that he no longer buys a monthly pass because the schedule changes too much etc. he only pays when he comes.

My point is that those special classes etc that bring extra money to the pool are essentially given priority over regular users. I spoke to Natalie about the reduction of lap swim time and asked her to consider opening at 8:00 AM Sunday morning and was told that the Pool could not afford that. If you are selling more time for lessons, why not help the lap swimmers with additional time? The cost will be offset.

I believe that the concern over paying for the new fitness center is causing poor decisions for the regular users. This is why I want accurate information on whether enough users of the weight room actually pay for the building etc. Are we robbing Peter to pay Paul? Are we taking from swim lesson money and fitness classes upstairs to pay for weight room? And in the process reducing lap swim time?

I feel the older lappers are being neglected because they do not complain, but they do pay lots of property taxes and they vote. Please give them more consideration.

- Email from Mr. Tom Conroy received on 7/1/2014 at 10:43 pm.

Comments to the Fidalgo Pool and Fitness Center Board;

It is a worthy goal of any Recreation District to assure that all the residents living within that community are provided the opportunity and necessary encouragement to develop a healthy level of physical fitness. Those of us who already enjoy the benefits of staying reasonably fit cannot help but be inspired when we meet someone new in the locker room who has just decided to begin swimming or working out to improve their health or perhaps just enjoy the facility that they helped to create.

A Multi-Dimensional Website

Enterprising businesses such as Silver Sneakers have initiated programs which encourage adults over 65 to take a more active role in maintaining their health. Their business model has made these companies and the pool money while still improving the overall fitness and recreation of this same age group. The District is pleased to receive these additional funds and is willing to accommodate the requirements set down by the Silver Sneakers Program to join their group and eventually receive a payment of about \$2.00 a visit.

Although the facility receives only 1/3 of the cost of a general admission, the huge success of such programs has almost led to defining the district as a senior center. And yes; there are other programs that contribute significantly to the number of individuals making use of the facility such as TAC and swim lesson programs but all of these major sources of funding for programs have fixed the attention of management to the point that it is easy to ignore the needs and potential of other user groups. No group challenged or not, should be left on the sidelines.

The various means of increasing the usage of the District's facilities and public input with regards to various decision making processes is only limited by our will to do so. Whether the goal is to engage the public in the process of creating a Master Plan; service the user groups that programs currently address; discover what new programs might attract patrons; or communicate to residents about those activities which management might use to attract new users, the District will need an effective means of communicating with the public at large. A website that is designed to do all of these things and allows residents of the district to use their phones, email, social media and discussion boards to communicate their thoughts and ideas is a valuable tool to anyone who cares about improving the patrons' experience of the facility and increasing usage.

There have been discussions about how a postcard may encourage residents to share their email addresses and also to vote in the up and coming election. Email addresses and a favorable outcome for the levy are well worth the \$1800 it will cost to contact residents but the underlying message that this card sends to public is equally important.

The District not only cares about your vote but the Board is working on new ways to increase public input and usage of the facility.

The Board wants the residents of this district to use the facility and here are some incentives and changes we are taking to make it more convenient to do so in the next three years.

A gesture such as this might satisfy a myriad of concerns that people may have. It is not just an empty promise but is backed by action taken. Programs like Silver Sneakers are attractive to management because they bring with them additional users and provide some administration savings due to the hardware/software they provide. However in the near future it may not be at all difficult for management to easily contact many of the 3200 households that the District now serves.

The purchase or rental of the proper software would allow the District to design and easily manage their own customized memberships/offers that might increase the usage of the facility by other age groups similar to what Silver Sneakers has done for those 65 and older. Even today it is still management's responsibility to encourage those eligible for Silver Sneakers to actually use their benefit. The pool is not paid if the membership is not used. I have Group Health and have never been reminded of the benefit.

If the Board does choose to send residents a postcard, it is mandatory that there be good reason for families to sign up to be contacted and for a variety of reasons. Every family member might be eligible to sign up and so all age groups need to be given at least one good reason why they might want to be notified of some event that the pool or fitness center is sponsoring (free swims for kids, evening swims for adults, three hours of free daycare, after the high school game free swim, free introductory aerobic courses etc.).

Whatever it takes to get folks starting to use the pool and fitness center is worth initiating. The pool has a distinct advantage in that it is really not a significant cost for maintenance and operations to increase the number of users. The District's already substantial overhead will remain essentially the same.

Whether or not the Samish ever build a pool in our vicinity, the District would be well served by doing all that it can now to improve its capacity to serve and communicate with the public.

Six Year Levy

Every three years the Maintenance and Operations Levy has afforded management, the Board and the public a time to stop and reevaluate the services that have been provided by the District. It can be tense and hectic but nevertheless it is an opportunity to improve on past performance and it can be certain that if the board pursues a six year levy that it will become cause for a number of issues to be raised publically as to why this change in the M&O Levy might not be seen as a wise choice for voters.

Much of this will be discussed at the meeting tomorrow and it is my intention to simply take this time to share my view with the full Board.

APPROVAL OF MINUTES

The regular minutes of June 4, 2015 were reviewed.

MOTION: A motion was made and seconded (MCNETT/WAY) to approve the minutes from the June 4, 2015 regular meeting as submitted. The motion passed unanimously.

APPROVAL OF VOUCHER(S)

<u>6/26/2015</u>	\$63,302.09
TOTAL	\$63,302.09

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

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- Both of Coach Hunter's assistant coaches are starting to look for full time work. Jenny has been with the team for 2 plus years and Calvin joined the team in the fall 2014. Jason is working on creative ways to keep one or both of them on the team. Anytime there is a coach's turnover the team losses numbers and it would be nice not to have to train new coaches again. This has been a struggle in the past and Coach is looking at any option that might help get these coaches more hours or more benefits.
- With the summer months TAC has seen a decline in numbers. Not unexpected, overall we are a little down from the previous year.
- Our summer team has 30 swimmers in the program. Coach Hunter is a little disappointed by the turn out. Traditionally this year will be the most down year for any swim program.
- The set up for the summer swim program has probably been one of the best so far. Everything has gone very smooth and the coaches are doing a great job.
- Jason is concerned about the program in the fall. The year round team numbers are down going into the summer and that is disturbing. On top of that a number of Junior swimmers going into their Senior year have stepped away from the program as well. Jason is not sure how this will affect the program in fall.
- The Youth Aquatics program is hosting the 4th Splash-n-Dash. The event is taking place August 8th. Calvin is helping organize the event this year.
- Coach Hunter took 26 swimmers to Spokane for a team trip. The event was a lot of fun. TAC's swimmers were able to stay at Gonzaga University and tour Spokane. The team saw some great competition.

Fitness Report –Fitness Manager Carla Bigelow

- **SilverSneakers®:** In April, 175 out of 640 enrollees participated for 1,169 visits. In May 2015, 158 out of 655 enrollees participated for 1075 visits.
- **Silver&Fit®:** In May, 6 out of 6 enrollees participated for 28 visits. In June 2015, 7 out of 7 enrollees participated for 65 visits.
- **The Silver & Fit® and SilverSneakers®** programs require a Senior Advisor to spend approximately 170 hours per year to manage them. Due to changes in the Executive Director's (ED) position moving to more to levy functions, Fitness Manager (FM) Carla Bigelow has become the new Senior Advisor for these programs. We have a current snapshot of the program statistics – 62 Fitness Services only, 92 Aquatics Services only, 31 Combos, and 100 patrons are infrequent users so we currently don't know what activities they prefer. The allocation of 50 – 50 split revenues between Fitness and Aquatics is valid since the FM handles the entire program, which is about 170 hours per year.
- **GROUPX CLASSROOM:**
Classes:
 1. Zumba Gold: This class will be returning for a six-week run beginning July 14. Instructor Elke MacCartney's concerns about the 'stickiness' of the floor were addressed by FM Bigelow and ED Stadler with a DanceSocks product that can be worn over shoes. FM Bigelow ordered 5 pairs of DanceSocks to have on hand for

- patrons who drop in. Regular class members are encouraged to purchase their own via Amazon.com or DanceSocks.com since the socks cannot be ordered wholesale. Zumba Gold will continue in the fall should it meet the 8 participant average target.
2. Gentle Yoga: Instructor Celeste Atterberry is ready to return to teaching following the birth of her son, Robert. She will be working with Annie Taylor and Dawn Jex to adjust the teaching schedule for the remainder of the summer.
 3. Strength & Conditioning: Instructor Dawn Jex will be relocating in the fall. Plans are that Tuesday Instructor Tamara Rice will take over both classes.

Physical Plant:

1. Floor: Overall positive comments on the floor. Zumba concerns addressed per above. The floor continues to perform well and is aesthetically pleasing.
2. Paint: A quote of \$2,937.10 was received by True Colors to repaint the GroupX Classroom. This would include the following - fill nail holes, caulk and prep upstairs fitness room walls and painted ceilings. Caulk and prime where needed and apply two coats of Pittsburgh semi-gloss latex to the same. Prep and apply two coats of Pittsburgh's Break Through to Formica on lower section of walls. Sand and apply two coats of semi-gloss to interior door jambs. ****prevailing wage rates to be in effect**** and sales tax. If we decide to have an outside company paint this area, we need to have at least three bids for this project. Maintenance Manager John Little will obtain two additional bids for painting the GroupX room.
3. Carla Bigelow will obtain bids for mirrors for the Fitness Center and GroupX room. The following companies were suggested.

Simmonds Glass (Anacortes) (360) 293-5886 www.simmondsglass.com

Lyndale Glass (Mt. Vernon) (360) 336-5511
www.lyndaleglass.com email: sales-south@lyndaleglass.com

Todd Hunter (Bellingham) (360) 398-7717
www.toddhunterbrothersglass.com

Glass by Lund (Lake Stephens) 425-341-1373 www.glassbylund.com

• **FITNESS CENTER:**

Equipment: The Precor equipment continues to work well. Plan to order a tricep pulldown attachment for the Functional Trainer System. This will help to reduce the wear and tear on the D-strap attachments.

Solar Shades: Facilities Committee looked over the quotes for the solar shades and decided on Blind Pro. Shades were ordered May 26, 2015. Mike Younker, the owner anticipates a two week turnaround. He will contact FM Bigelow as soon as they are in to arrange install.

Aquatics – Aquatic Manager Natalie Hood

- Summer Pool and Swim Lesson Schedule's began last week.
- Swim lessons have around 129 swimmers for the first Summer Session. Staying consistent in comparison to 2014 with 124 swimmers.

- Session II begins July 6th and is filling quickly.
- Last week Aquatic Manager Natalie Hood recertified 2 of our current lifeguards and, she is planning to recertify more in October 2015.
- We're offering additional Open Swims for the Summer Tuesdays, Thursdays and Fridays. So far those Open Swims are averaging about 49 participants.
- Ms. Hood is working with our Friday night lifeguards to tame down the Open Swims on those nights. We usually get a full pool with a good number of middle school and high school aged kids that can get a little out of hand. There haven't been any complaints the last couple of weeks and a lot more reports are coming my way!
- The Maintenance Manager and Ms. Hood decided that it's best to leave our chair lift in the water unless it gets in the way of an activity. The lifeguards have been trained in the past to put it into the water every morning then take it out in the afternoons. However, this device is awkward and somewhat dangerous to put into place and has certainly become more difficult as it ages. It is also causing more wear and tear on the pool deck where it connects.
- There will be Swim Instructor and Lifeguard in-services Friday (6/3) before our second Summer Session starts.
- I'm thinking about adding another water aerobics class on Thursday evenings for the summer.
- Ms. Hood graduated Leadership Skagit a couple weeks ago.
- Aquatics Manager Hood shared a photo of equipment that may increase attendance at open swims. The Board of Commissioners agreed that some different equipment is needed. The condition of Ollie, the floating Octopus, was also discussed. Maintenance Manager John Little is researching what level of air seeping is occurring at the seams and what can be done about the problem.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program in May had 72 visits by 27 different participants for a total of 446 visits YTD. Cheryl Thomas signed an updated contract on the Active Military Program. As of June 1, 2015, military families may also use the facility, and these visits are invoiced separately. The total number of military families in June 2015 was 39.

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	
July 2014	30	July 2015	
August 2014	17	August 2015	
September 2014	40	September 2015	

TOTAL	766	TOTAL	446
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- Other statistics requested for public include the following
 - We provide 48 hours of lap swimming hours Monday through Saturday and 20.50 of rental hours Monday – Saturday. A large portion of those rental hours are from Fidalgo Island residents, businesses and schools.
 - Business Manager Cheryl Thomas researched and compared closure dates with similar facilities - Arne Hanna Aquatic Center in Bellingham, Sequim Aquatic & Recreation Center and Oak Harbor Pool and found them to be similar to ours.
 - From the Summer Schedules that the ED was able to find, swim lessons have been scheduled in the morning 9:00 – 11:30 am or 9:30 – 11:30 am since the Summer of 1995. Swim lessons do not have "priority" over lap swimmers. There is enough room for swim lessons and lap swimmers. Opening at 8 am Sundays for lap swimming was discussed. Commissioner Olson stated that the Program Committee may want to look into this issue.

Maintenance – John Little

A summary of John Little’s major activities are listed below:

- Replaced a defective boiler water circulation pump.
- Renewed FDFC’s annual Skagit County Pool and Spa Permit.
- Skagit County Health Department requires new Pool Operators to pass the County’s Pool Operator exam. Passed the exam.
- There were no other major repairs to report.
- Mr. Little has adjusted the CO₂ System and it is working better. His goal is to have the system work at its peak performance so CO₂ and Muriatic Acid usages decrease.

Investments

- \$20,099.20 – matures August 5, 2015
- \$165,000 – matures August 4, 2015

Financial Reports

Levy net income based on QB for May 2015 - \$15,490.77 and YTD – \$188,651.32. The actual YTD levy net income should be \$26,832.02 higher since the flooring expense is part of the special projects budget and not a part of regular operations. Program net income for May - \$9,895.77 and YTD - \$59,026.10. Gross income for programs is listed below:

DEPARTMENT	FISCAL YEAR	MAY 2015	MAY YTD 2015
Aquatics	Jan 1 – Dec 31	\$16,786	\$87,014
Swim Lessons	Jan 1 – Dec 31	\$7,561	\$38,034
Youth Aquatics	Sept 1 – Aug 31	\$8,132	\$83,629
Fitness Center	Jan 1 – Dec 31	\$4,866	\$29,523

Old Business

- **Budget Committee**

The Budget Committee consists of Commissioner Pam Taylor, Commissioner Andrew Olson, Business Manager Cheryl Thomas and Executive Director Marilyn Stadler. The revised 2016 budget assumptions, budget and salary adjustments recommended at the last board meeting were made by the Committee and presented. The Board, management and public stated that they are satisfied with the budget numbers and assumptions. However, Mr. Conroy and Mr. Turner are concerned about the length of the levy being six versus three years. Since two Commissioners were not available, a special meeting will be planned for July 8 at 5:30 PM for the Commissioners to revisit the levy length for the General Elections November ballot.

- **Maintenance & Levy Committee**

Commissioner McNett stated that the Maintenance & Levy Committee decided not to assign the small, non-routine maintenance repairs for a specific year. The Committee has decided to access the District's needs in the beginning of every year and decide what projects have priority.

The Board decided that the Master Capital Improvement Plan will be spearheaded by a different committee than the Maintenance & Levy Committee. Commissioner McNett will be the District's representative when dealing with Architect Firms since he understands the language and laws regarding construction. Mr. Josh Baldwin should be asked on the committee. Mr. Bill Turner would like to be on the Committee. The Board will determine a process to engage the public in the development of a plan. We do have surveys, plans and costs from the previous bond attempt in 2007 that we should revisit.

- **Resolution #309 Ballot for General Election**

Since the Board of Commissioners will be discussing the length of time on the levy, Resolution #309 will be tabled until the July 8, 2015 special meeting.

- **Landscaping and Yard Maintenance Committee**

The Landscaping and Yard Maintenance Committee decided to curtail planting to October. Christine Mathes will contact Molly McGuire, a Landscape Architect in Bellingham.

- **Public Communication and Participation Plan**

Commissioner Way stated that we are concentrating on the website and levy outreach right now to see what options we can develop. Mr. Tom Conroy and Executive Director Stadler met with Kyle Mahoney of Westward Designs the original designer of our current website. Since he has built the current website, it would be less costly to work with him on developing a more interactive Fidalgo Pool website. We are planning on how we can do more communication on the levy, obtain more email addresses for public input, encourage the public to be more involved with us, etc. with our website. It was also discussed about designing, printing and mailing a postcard to alert patrons about the upcoming levy and about signing up for Fidalgo Pool emails updates.

The following timeline to initiate this part of the Communication Plan includes:

- Website Meeting with Westward Designs – June 26 – completed.
- Website design and Estimate & Postcard Discussion with Communication & PR Committees - July 21
- Website Approval - August 6 and cost approved by for Commissioners

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- Postcard Approval by Board - September 3, 2015
- Website Completion - September 23, 2015
- Post Card Mailing - October 7, 2015
- Ballots sent out for General Election - October 14, 2015
- General Election - November 3, 2015

A discussion about placing a QR scan on promotions, including the postcard, may increase visitation to the website. The Committee will also update the rest of the Communication and Participation plan as we move forward.

We will investigate the purchase of a promotion holder for outside the lobby. The holder would be similar to ones used by real estate companies that place advertise flyers for home seekers under their signs.

New Business

- **Appointment for Pro & Against Levy Statements**

Christine Mathes, the Thunderbird Aquatic Club Board, Mary Staley – Vice Chair of Friends of Fidalgo Pool & Fitness Center and the Friends of Fidalgo Pool and Fitness Center would like to write the Pro Levy Statement for the General Election pamphlet.

MOTION: A motion was made and seconded (OLSON/MCNETT) to appointed Christine Mathes, the Thunderbird Aquatic Club Board, Mary Staley – Vice Chair of Friends of Fidalgo Pool & Fitness Center and Friends of Fidalgo Pool and Fitness Center to development the Pro Levy Statement for the General Election pamphlet. The motion passed unanimously.

The Commissioners continue to search for committee members to write an Against Levy Statement. ED Marilyn Stadler will send out a Fidalgo Pool Update and request that anyone interested in writing this statement to please let the District know. The Resolution, Explanatory Statement, Pro/Against Statements and Ballot language must be sent to Skagit County Elections by or on July 24, 2015.

- **Resolution #308 Appointment to Receive Claims for Damages**

RCW 4.96.020 requires the District to appoint an agent to receive any claim for damages made under Chapter 4.96.

MOTION: A motion was made and seconded (MCNETT/OLSON) to appoint the Executive Director to receive claims for damages made under RCW 4.46. The motion passed unanimously.

- **Public Disclosure Request**

A recent Public Disclosure Request from Mr. Bill Turner took 48.25 hours to be completed. ED Stadler was told to research the upcoming changes to the City of Anacortes' Public Disclosure Request policy to determine if changes to the City's policy could help the District handle requests better.

ADJOURN

MOTION: A motion was made and seconded (MCNETT/WAY) to adjourn the meeting at 7:45 pm. The motion passed unanimously.

The next regular meeting is scheduled for Thursday, August 6, 2015, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.