



1603 22<sup>nd</sup> Street  
Anacortes, WA 98221  
360-293-0673 (phone)  
360-299-2953 (fax)

## MINUTES

Regular Meeting of the Board of Commissioners  
Fidalgo Pool and Fitness Center  
Thursday, March 2, 2017, 5:30 p.m.

The public was invited accept for the Executive Session.

### CALL TO ORDER

The meeting was called to order by Commissioner Pam Taylor at 5:30 p.m.  
Commissioners Present: Mel Larsen, Pam Taylor, David Way  
Commissioners Absent: Andrew Olson, Jeremy McNett  
Staff Present: Marilyn Stadler, John Little, Carla Bigelow, Jason Hunter  
Public: None

### PUBLIC COMMENTS/CORRESPONDENCE

#### "Tell Us About It" Summary

We had three "Tell Us About It" forms and one verbal compliant since our last Board of Commissioners' meeting. A summary of the comments is below:

1. You need to fix the hot water problem with the showers. I'm sick of cold showers. (Our Maintenance Manager is waiting for a part to adequately repair the problem.)
2. Please provide anti-bacterial wipes upstairs in the fitness room that class participants can use to wipe down yoga mats, TRX handles, etc. (We will provide anti-bacterial wipes or disinfectant.)
3. Sundays - We really need to serve the community better. Fitness center should be open for longer on Sundays. I get staffing costs but the cost/benefit goes to the community on this one. Maybe longer hours in winter and shorter hours in summer.
4. Every day the cubbies are full of towels with no room for users' things – scarves, hats, gloves, water bottles, etc. Please leave us some empty cubbies. There are not enough hanging pegs. One day recently there was a jacket on the floor and one in a cubby. No hooks available. I work out 7:30 – 9:00 am M, W, F. (We will remove the towels to another location. We are assessing if we need more hanging pegs.)

### APPROVAL OF MINUTES

The Special Board of Commissioners' minutes from the January 23, 2017 meeting and the Regular Board of Commissioners' minutes from the February 2, 2017 were tabled due to a lack of Commissioners that attended those meetings to compile a quorum.

### APPROVAL OF VOUCHER(S)

3/1/17	\$90,616.38
TOTAL	\$90,616.38

**MOTION:** A motion was made and seconded (WAY/LARSON) 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 (-2)
  - Silver: 19
  - Gold: 18
  - Juniors: 22
  - Seniors: 5
  - Masters: 25Total 102 without masters Active + or - 3
- TAC will be hosting a home meet March 4-5, there will be 5 teams involved for a total of 250 athletes. TAC has 74 swimmers signed up for the meet and Coach Jason is expecting the team to place 1st.
- We saw the end of the high school boys' season. Almost every TAC swimmer made state in one form or another, Anacortes ended up taking 1<sup>st</sup> at districts and 3<sup>rd</sup> at State

*Aquatics & Fitness Report – Aquatic & Fitness Manager Carla Bigelow*

- **SilverSneakers®:** In December 2016, 189 out of 629 enrollees participated for 1,323 visits. In January 2017, 158 out of 635 enrollees participated for 1,110 visits.
- **Silver&Fit®:** In December 2016, 4 out of 10 enrollees participated for 35 visits. In January 2017, 36 out of 52 enrollees participated for 220 visits.
- **At Your Best®/Optum:** In December 2016, 33 out of 71 enrollees participated for 223 visits. In January 2017, 37 out of 80 enrollees participated for 270 visits.
- **FITNESS:**
  - Classes:

We will be adding new classes with a new instructor, Carla Rockwell, beginning in April. She has extensive training in multiple modalities including yoga, Pilates and strength training.
  - Instructors:

Instructor Newton attended YogaFit Foundations - Level 1 as well as an online 30 hour Yoga Alliance approved instructor course. She plans on continuing her YogaFit training in order to receive her 200 hour RYT certification. Instructors Newton and Gregg are also considering attending a YogaFit Senior Yoga course in the next couple of months.
- **AQUATICS:**
  - Classes:

Attendance was up and down during the month of February due, in part to inclement weather. Generally, patrons are happy with the instructors and the structures of the classes.
  - Instructors:

Instructor McCartney is considering obtaining a Water Arts Senior certification. This could allow her to sub for Instructor L. Johnson on Tuesdays and Thursdays.
  - Lifeguards:

AFM Bigelow and AAFM Dees are planning a Lifeguard recertification for staff members whose certifications will be expiring soon. They are also looking at dates and times for Lifeguard certification classes over Spring Break and mid- to late-May.

- Swim School:  
Currently there are 103 - 105 students enrolled in swim school. Several of our swim instructors have been sick with the viruses going around but other instructors have stepped in to help out. We have also hired two new instructors to help fill the gaps and bolster the program. AFM Bigelow and AAFM Dees are attending the American Red Cross WSI Trainer Academy on Bainbridge Island as of this writing. Successful completion of the course will allow them to offer WSI certification courses. This will be a boon to our swim school, staff and students.
- Key Log:  
Instructors Fors and Zielinski are developing a marketing and programming plan for the Key Log Rolling program. There will be a demonstration at Seafarer's during Waterfront Festival in June. The log was funded via a donation from a generous water fitness patron.
- AquaStrength:  
Six (6) sets of AquaStrength Ultimate Bundles were purchased for our water fitness program. Patrons have been enjoying using them. They were also funded by the water fitness patron mentioned above.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program January 2017 was 50 visits by 29 different participants, visits 276 YTD. The usage by military families for January 2017 was 56 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	
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	
<b>TOTAL</b>	<b>756</b>	<b>TOTAL</b>	<b>276</b>

- Other statistics:
  1. The FPFC total number of visits for January 2017 was 4,391, January Year-to-Date 2017 was 4,391. The FPFC total number of visits for January 2016 was 3,908 and January 2016 Year-to-Date was 3,908. These statistics don't include the visits from Physical Therapy patrons, swim meet participants or rentals.

Maintenance – John Little

- Installed a hand-held shower head in the single stall shower in the women's locker room.

- Repaired the exterior lighting on the building and in the lower parking lot as needed. The light pole in the yard at the northwest corner of the property is not functioning and has no discernible power source.
- The tempering valve that was installed a few years ago for the domestic hot water system needs repair parts. Parts have been ordered from the factory and will be installed upon receipt. The vendor said we should receive them by March 3<sup>rd</sup>.
- The Venmar Heat Recovery Ventilator for the pool atrium HVAC system is being repaired. A motor and pulley will be replaced when parts are received.

### 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 January 2017, includes bond interest – (\$51,720.74) and YTD – (\$51,720.74). Our previous levy net income from 2016 helps carry expenses until our next major levy release in April. Program net income for January 2017 is \$7,652.53 and YTD - \$7,652.53. Aquatics has a capital outlay of \$2,335.90 that Friends of FPFC paid for in February so the department actually has a positive net income of \$2,312.93. It was also noted that both pool and swim lesson revenues are slightly down from last year. Management will discuss the trend with the department heads to determine what is needed to improve overall revenues in Aquatics. Gross income for programs is listed below:

DEPARTMENT	FISCAL YEAR	JANUARY 2017	JANUARY YTD 2017	JANUARY 2016	JANUARY YTD 2016
Aquatics	Jan 1 – Dec 31	\$17,492	\$17,492	\$17,628	\$17,628
Swim Lessons	Jan 1 – Dec 31	\$5,557	\$5,557	\$6,079	\$6,079
Youth Aquatics	Sept 1 – Aug 31	\$9,983	\$39,400	\$9,491	\$40,067
Fitness Center	Jan 1 – Dec 31	\$9,457	\$9,457	\$7,591	\$7,591

### Old Business

- **Long Range Planning Committee Update**
  1. Executive Director Marilyn Stadler reported that the work with the architect is processing well.
  2. The next meeting of the Long Range Planning Committee is tentatively planned for Tuesday, March 21, 2017. She will confirm that meeting date with Stan Lokting of ARC and notify the Commissioners, Long Range Planning Committee and the public.

### New Business

- **Resolution #320 – Employee Policy Manual Update**
  1. Executive Director Stadler reviewed changes in the Employee Policy Manual concerning 1) who can notify unsuccessful candidates for employment; 2) change in administrative business hours; 3) change in overtime policy, 4) Executive Director's approval of vacation use deferral; 5) removal of vacation on Leave Request form, and 6) Overtime Authorization form.
  2. **MOTION:** A motion was made and seconded (TAYLOR/LARSEN) to accept Resolution #320 – Employee Policy Manual Update. The motion passed unanimously.

- **Executive Session ordered by Commissioner Andrew Olson and Commissioner Pam Taylor as permitted by RCW 42.30.110 - Personnel from 5:45 – 6:00 pm.**

1. Regular meeting resumed at 6:00 pm. Public could attend, but no one attended.
2. Commissioner Pam Taylor gave formal notice that she is resigning from the Board as of April 6, 2017 for personal reasons. Commissioners Way & Larson accepted her resignation. Commissioner Way suggested that a newspaper article in the Anacortes American could alert the public to the Board opening and request bios and letters of interest from those people willing to serve as a Commissioner. The Board could then appoint the best candidate to the position.

MOTION: A motion was made and seconded (LARSEN/WAY) to notify the public of the Board of Commissioner's opening and to request bios and letters of interest from those people willing to serve as a Commissioner. The motion passed unanimously.

3. Executive Director Marilyn Stadler gave formal notice that she is retiring from her position effective June 30, 2017. The Commissioners decided that Commissioners McNett & Way should serve on a search committee to find candidates for the Board to interview for the position.

MOTION: A motion was made and seconded (TAYLOR/WAY) to accept Marilyn Stadler formal resignation, and to appoint Commissioners McNett & Way to serve as the search committee for the Executive Director position. The Board will interview qualified candidates and will decide on the replacement. The motion passed unanimously.

Executive Director Stadler will notify managers and staff of her resignation as soon as possible. She will also contact the Anacortes American to alert the public about her resignation and the search committee process. Interested internal and external candidates can send a cover letter and resume to Commissioners McNett and Way to be considered for interviews.

### ADJOURN

MOTION: A motion was made and seconded (TAYLOR/LARSEN) to adjourn the meeting at 6:10 p.m. The motion passed unanimously.

The next regular meeting is scheduled for Thursday, April 6, 2017, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.