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MINUTES

Regular Meeting of the Board of Commissioners
Fidalgo Pool and Fitness Center
Thursday, November 3, 2016, 5:30 p.m.

CALL TO ORDER

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

PUBLIC COMMENTS/CORRESPONDENCE

"Tell Us About It" Summary

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

1. Please consider adding child care when workout classes are going. The other gym is declining and there isn't an alternative. (We don't have a sprinkler system which we believe is a code requirement to offer child care. This is an issue that the Long Range Planning Committee may need to address with the architect design services firm.)
2. Please add smart phone/tablet adaptors to the treadmills. The small built in holders do not hold devices when the treadmill is at a higher speed and thus has more vibration. At higher speeds, the vibration causes phone/tablet to fall. This is dangerous. I have fallen when this happens as I stepped on the phone. Last Wednesday on 10/19 another person was slightly injured when he fell. There are inexpensive adaptors available. (The Aquatic and Fitness Manager is investigating the options.)
3. The pool schedule closure dates stated that the pool would be closed on October 28 and 29, Friday and Saturday all day, so we did not come on either day. Lo and behold, the schedule was wrong so we got cheated out of one day on our 30 day pass. This is no way to run the pool, and the pool manager needs to be corrected and told to be more careful.
4. I'm dismayed about the gym being closed when having a function at the pool. Could you find a way to keep the gym open during those times? I hope you're planning on getting some more equipment in the gym = another elliptical machine or two would be great. With the closure of the Bayside Gym, I see more people using this facility. Thank for your time and consideration. (The Commissioners discussed the request to have the gym remain open during swim meets. Commissioner Olson is concerned with patrons using the locker rooms when the school youth are in them during this meets. Further discussion is needed.)
5. Amanda is an excellent instructor. I am so pleased that she is our Yoga instructor.
6. Need weight lifting belts.

APPROVAL OF MINUTES

The Regular Board of Commissioners' minutes from the September 19, 2016 and October 6, 2016 meetings were reviewed.

MOTION: A motion was made and seconded (OLSON/LARSEN) to approve the minutes from the September 19, 2016 meeting. The motion passed unanimously.

MOTION: A motion was made and seconded (OLSON/TAYLOR) to approve the minutes from the October 6, 2016 meeting. The motion passed unanimously.

There wasn't a quorum present at the Special Meeting of the Board of Commissioners Pool's Long Range Planning Committee meeting on August 24, 2016.

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- TAC numbers are:
 - Home School group: 12
 - MS/HS: 7
 - Intro to TAC: 7
 - Bronze: 30
 - Silver: 19
 - Gold: 18
 - Juniors: 20
 - Seniors: 5
 - Masters: 16Total 118 without masters Active + or - 3
- Overall Jason is happy with the status of the team. TAC has a good reputation out in the public and our swimmers are becoming more seasoned and confident.
- TAC traveled to Bellingham Oct. 8th and 9th, 30 swimmers attended the meet; there were a lot of time drops and a good first showing. TAC ended up taking 4th overall.
- TAC traveled to Oak Harbor Oct. 22nd and 23rd, the team took 55 swimmers to the meet. Zach Harris and Ryan Horr broke two team records and there were a lot of great swims at the meet. TAC ended up taking 3rd overall.
- Oct. 29th and 30th TAC hosted a home meet. There were 230 swimmers at the meet, TAC had 80 swimmers signed up.
- On Nov. 19th and 20th TAC will be attending the Age Group Invitational in Everett. This is a gold time standard meet. Last year we had 30 participants in the meet, Jason is hoping to top this number by about 10.

Aquatics & Fitness Report – Aquatic & Fitness Manager Carla Bigelow

- **SilverSneakers®:** In August 2016, 153 out of 759 enrollees participated for 675 visits (lower than previous month due to 2-week shutdown). In September 2016, 182 out of 774 enrollees participated for 1,085 visits.
- **Silver&Fit®:** In August 2016, 4 out of 12 enrollees participated for 20 visits (lower than previous month due to 2-week shutdown). In September 2016, 5 out of 12 enrollees participated for 33 visits.

- **At Your Best®:** In August 2016, 26 out of 52 enrollees participated for 112 visits (lower than previous month due to 2-week shutdown). In September 2016, 26 out of 52 enrollees participated for 188 visits.
- **FITNESS:**
 - **Classes:** Classes are going well. Instructor Ciminski's TRX class is growing. Instructor Gregg is back from Alaska and has taken on Strength & Conditioning and two of the yoga classes. Instructor Newton is back teaching Gentle Yoga after a family leave. Two new classes: Step Aerobics with Instructor Murray began last month and is building. Instructor Zielinski is offering an evening Zumba class that began on Wednesday, November 2.
 - **Instructors:** Instructor Gregg successfully completed the classroom portion of YogaFit Foundations I. She is completing her volunteer teaching with the Masters swim team and with a class at AHS. She plans on continuing her yoga training in the future. Instructor Newton is registered for a YogaFit Foundations I class that is upcoming.
 - **Senior Fitness Programs:**
 1. United HealthCare Medicare Advantage in Washington is moving from SilverSneakers® to **Optum Fitness Advantage** beginning January 1, 2017. ED Stadler and AFM Bigelow are working with Optum during the transition. ED Stadler and AFM Bigelow will attend a Webex meeting regarding using the Healthy Contributions portal to report usage. Informational posters regarding the program are posted around the building. As transition information is made available, AFM Bigelow is sharing it with management and front desk staff. Optum is also the administrator for the At Your Best program which is a current program at FPMC.
 2. Currently there are several types of SilverSneakers® memberships in EZ Facility. Silver Sneakers is the equivalent of a combo membership. AFM Bigelow would like to condense the membership types into one SilverSneakers® membership type. The Commissioners agreed that SilverSneakers® should be condensed into one membership type for tracking purposes in EZ facility.
- **AQUATICS:**
 - **Fitness Classes:** Instructor Fors will be attending the AEA Certification at Snohomish Co. Aquatics Center in November.
 - **High School Contracts:** AFM Bigelow is working with the coaches at Burlington-Edison HS (BE) to finalize the Boys Swim & Dive contract for BE and Sedro Woolley combined teams. Coach Dave Brunson is stepping down at the conclusion of the girls' season. Nikki Dey will continue as a coach and will be joined by Coach Greg Gorham.
 - **Lifeguarding Certification:** 6 Lifeguard Candidates were registered for the October course. 5 completed the course successfully, including 4 of our swim instructors. The 6th candidate will be retaking the course at a later date.
 - **Swim School:** There are approximately 75 students enrolled in Fall Session II. Parents and swim students are giving positive feedback around the change to two 45-minute classes per week for the older Learn-to-Swim students.
 - **When to Work Online Scheduling:** Using the new scheduling online program has been successful. Our subscription has been extended for 12 months. AFM Bigelow has added all of the managers and all of the hourly employees to the employee list. Most have logged on and set up their profiles and work preferences. The tradeboard feature is being used. Employees can also download an app from iTunes or the Google Play store for use on their smart phones and tablets.

- **Wibit:** The Wibit toy has been very popular on Friday nights and for rentals. Cashier Andersen developed a rental metric for the front desk staff to use when renting the Wibit. Pricing has been updated. Set-up and installation times have reduced as staff has worked with the toy. AFM Bigelow and MM Little are working together to come up with an expedited tethering method.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program September 2016 was 51 visits by 28 different participants, visits 756 YTD. The usage by military families for September was 68 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	67
April 2015	72	April 2016	61
May 2015	72	May 2016	63
June 2015	48	June 2016	55
July 2015	69	July 2016	43
August 2015	86	August 2016	30
September 2015	69	September 2016	51
TOTAL	718	TOTAL	756

- Other statistics:
 1. The FPFC total number of visits for September 2016 was 3,232 January – September 2016 Year-to-Date was 32,045. The FPFC total number of visits for September 2015 was 2,740 and January – September 2015 Year-to-Date was 32,577. These statistics don't include the visits from Physical Therapy patrons, swim meet participants or rentals.

Maintenance – John Little

- A new dive board (board only) was installed. Christine Mathes, President of the Thunderbird Aquatic Club is raising money to pay for the new diving board. Friends of Fidalgo Pool & Fitness Center have contributed \$1,500, SABA \$1,000 and the Anacortes School District \$1,000. Friends of Fidalgo Pool and Fitness Center wrote a grant application to the Fidalgo Island Rotary Club to see if they would also contribute. The board cost \$5,000.
- No major projects are planned for November.

Investments

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

Financial Reports

Our Balance Sheet is reflective of our current financial status. Levy net income based on QB for September 2016 – \$15,139.92 and YTD – \$1,080.54. We will receive our second major levy release in October. Program net income for September 2016 – \$4,217.90 and YTD - \$56,614.87.

Note that Youth Aquatics' net income does not include \$1,244 from the school contract. That money will be in the next YTD revenue. Gross income for programs is listed on the next page:

DEPARTMENT	FISCAL YEAR	SEPTEMBER 2016	SEPTEMBER YTD 2016	SEPTEMBER 2015	SEPTEMBER YTD 2015
Aquatics	Jan 1 – Dec 31	\$17,160	\$160,779	\$13,186	\$145,165
Swim Lessons	Jan 1 – Dec 31	\$4,481	\$52,003	\$4,959	\$66,234
Youth Aquatics	Sept 1 – Aug 31	\$6,703	\$6,703	\$8,439	\$8,439
Fitness Center	Jan 1 – Dec 31	\$6,164	\$57,436	\$5,299	\$44,831

APPROVAL OF VOUCHER(S)

10/26/2016	\$66,181.13
TOTAL	\$66,181.13

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

Old Business

- **Budget 2017 and Resolution**
 - The budget for 2017 was reviewed.

MOTION: A motion was made and seconded (OLSON/LARSEN) to approve the 2017 budget as submitted. The motion passed unanimously.

Commissioner Way asked how the rate increase will be announced to the public and our patrons. ED Stadler stated that a notice will be placed on the website, sent through email blasts and posted in the facility around December 1, 2016. The notice will state what the increases will be and that they will start January 1, 2017. Commissioner Way stated that the employees need to understand and be able to express why the increases are occurring. The District must increase fees to cover the wages and new training requirements of our employees, raising utility bills and elevated cost for professionals to complete repairs. ED Stadler will write up our statement to share with employees before it is circulated.

Resolution #317 – Budget Levy Request must be approved showing our budget and levy request for 2017. Once approved copies of the resolution must be sent to the Skagit County Treasurer’s and Assessor’s offices.

MOTION: A motion was made and seconded (TAYLOR/OLSON) to approve Resolution #317 as submitted. The motion passed unanimously.

- **Architect Contract Update**
 - Commissioner McNett and ED Stadler are in the negotiation process to contract with ARC for architectural design services.

New Business

- **Private Swim Lesson and Private Personal Training Instruction**
 - The Commissioners continued the discussion on how private personal training and private swim lesson instruction are handled. The Private Personal Trainers have certifications and separate insurance. The Private Swim Instructors must also be qualified to teach swim lessons here. Aquatic and Fitness Manager Carla Bigelow is to check about personal separate insurance requirements for the swim lesson providers. Fidalgo Pool and Fitness Center District should be included as additional insured on these instructor's insurance and provide us with EOCs.

ADJOURN

MOTION: A motion was made and seconded (TAYLOR/WAY) to adjourn the meeting at 6:35 p.m. The motion passed unanimously.

The next regular meeting is scheduled for Thursday, December 1, 2016, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.