



1603 22nd 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, September 8, 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, Jeremy McNett, Andrew Olson, David Way
Commissioners Absent: Mel Larsen
Staff Present: Marilyn Stadler, Carla Bigelow, John Little, Cheryl Thomas, Jason Hunter
Public: None

APPROVAL OF MINUTES

The Regular Board of Commissioners' minutes from the August 4, 2016 meeting were reviewed.

MOTION: A motion was made and seconded (TAYLOR/MCNETT) to approve the minutes from the August 4, 2016 meeting. The motion passed unanimously.

PUBLIC COMMENTS/CORRESPONDENCE

Tell Us About It" Summary

We had 2 "Tell Us About It" forms since our last Board of Commissioners' meeting. A summary of the comments is below:

1. One form was difficult to read so it has been summarized - When Island Hospital decided that they were terminating their post PT fitness program, they announced it to the seniors at a meeting. Marilyn Stadler attended that meeting to entice the group to use the pool. Chingching the "pool". She said we would get a lot of the machines and the same set up, blab blab, not true. The whole crowd of seniors from that vital group is not happy. A few have adjusted. Many seniors need a mat table for exercising off the floor. Thrive has no table, Bayside has not table – the pool has no table and why not? All PT places have these therapy benefits. The fitness room has plenty of room for a table. I'm sorry for the mess.
2. I would like you to consider keeping water Zumba on both days. It is easier to make a commitment to two days, 5:30 pm preferable. (Referred to Aquatic & Fitness Manager)

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- TAC numbers are:
 - Home School Team: 12
 - MS/HS: 6
 - Intro to TAC: 6
 - Bronze: 30
 - Silver: 15

Gold: 15

Juniors: 20

Seniors: 5

Masters: 20

Total 109 without masters active + or – 3,

- These numbers are rough estimates. TAC has had 15 new swimmers join the team and a number of families looking into the team. Jason will have a better estimate of actual numbers by October but the numbers are looking pretty good right now.
- The High School contract is finally being presented to the school board. When approved it will represent a 16.4% increase from last year. There hasn't been an increase over 4 years.
- TAC's first meet will be the October Challenge 8-9th. Jason is expecting a great turn out and some fast swimming.
- Jason's goals for the team this year are:
 - Steady growth to 120 athletes in the program
 - 20 swimmers making it to the PNS champs
 - First future cuts on the team,

Aquatics & Fitness Report – Aquatic & Fitness Manager Carla Bigelow

- **SilverSneakers®:** In June 2016, 197 out of 747 enrollees participated for 1,338 visits. In July 2016, 176 out of 755 enrollees participated for 1,209 visits.
- **Silver&Fit®:** In June 2016, 4 out of 12 enrollees participated for 39 visits. In July 2016, 7 out of 12 enrollees participated for 34 visits.
- **At Your Best®:** In June 2016, 30 out of 47 enrollees participated for 252 visits. In July 2016, 30 out of 51 enrollees participated for 211 visits.
- **AQUATICS**
 - **Fitness Classes:** Classes have gone well over the summer. Attendance is starting to pick up as patrons return from summer travels. We are also seeing some new faces in our classes.
 - **Swim School:** Summer Swim Session IV has gone well, although it was a smaller group of 78 students. Lots of positive comments from parents. Our new instructors are developing strong teaching skills. The fall swim lesson schedule is published and registration is open. There will be 3 four-week sessions beginning September 19. We are testing having LTS (6+ years old) classes run twice a week for 45 minutes each class. This is how the Red Cross curriculum is set up. We have also added a 5 minute 'passing' period between classes to allow instructors to take care of personal needs, move to their next class and/or speak to parents without impacting their next class.
 - **Joint In-service:** A joint in-service was held with the Lifeguards and Swim Instructors of the John Vanderzicht Pool. AFM Bigelow and JVAM Bliven plan to have quarterly joint in-service trainings, alternating venues & planning. This is a great opportunity for both staffs to share ideas and build their skills.
 - **Wibit:** The new flotation toy has arrived. Thank you, Commissioner McNett for driving up to Blaine to pick it up. Select members of TAC and staff Lifeguards and Swim Instructors have had the opportunity to try it out. It is loads of fun. Set up is not difficult but will add up to 30 minutes of prep time to any pool event where it is used. Tethering options for the Action Tower are being investigated.

- **FITNESS:**
- **GroupX Open House:** The GroupX Open House held on Saturday, August 27 was a success. Instructors Atterberry (yoga), Macartney (Zumba), Ciminski (TRX) and Newton (yoga) offered samplers of their classes. 8 - 12 people attended each of the classes. A big thank you to Instructor Jex for organizing the event. AFM Bigelow is considering repeating this event semi-annually to educate the community about our offerings.
- **Instructors:** Instructor Jex has relocated to Riverside, CA. She will be greatly missed. AFM Bigelow has hired Janna Fowler, a certified Yoga and Personal Trainer to fill in for the Strength and Conditioning class until Instructor Gregg returns from Alaska at end of September. Instructor Fowler will also be an interim instructor for Core Yoga and Flow Yoga. This will give time to find and hire another permanent yoga instructor.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program July 2016 was 43 visits by 30 different participants, 675 visits YTD. The usage by military families for July was 103 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	
September 2015	69	September 2016	
TOTAL	718	TOTAL	675

- Other statistics:
 1. The FPFC total number of visits for July 2016 was 3,444 and January – July 2016 Year-to-Date was 26,796. The FPFC total number of visits for July 2015 was 3,941 and January – July 2015 Year-to-Date was 27,264. These statistics also don't include the visits from Physical Therapy patrons, swim meet participants or rentals.
- Fidalgo Pool Forum still hasn't received any interest. The tab has been changed to Public Engagement. This web page has our "Tell Us About It" form on it.

Maintenance – John Little

- Serviced the HVAC systems.
- Repaired the lower fitness area fire door.
- Installed the new chair lift.

- Replaced damaged and missing floor tiles all around the pool deck; mainly for the new chair lift installation and at the base of the new balcony pillars. Re-grouted the men's locker room shower.
- Resolved the tree root problem in the upper parking lot by removing the tree and repairing the damaged asphalt.
- Traced electrical circuits; re-labeled the electrical panels in the electrical room.
- A professional pool company diver re-plastered minor areas of the pool walls and installed new VGB main drain covers. He also located and scraped off several areas in the tile grout that were developing sharp calcium deposits.
- Industrial Boiler inspected the boiler and boiler room and discussed the boiler operation and related systems with the Maintenance Manager.
- Pressure washed the pool deck, locker rooms and lower parking lot curbing.
- Renewed the corroded metal framework at the bottom of the locker room doors. Adjusted doors and door closures and renewed door closures as needed for the 2 conference room doors, 6 locker room doors, and the 2 pool deck doors next to the Aquatics office. They were adjusted to ADA standards.
- Repaired the locker rooms' "Buzz In" mechanisms.
- Serviced the pool lights. Renewed bulbs and ballasts as needed.
- Renewed the base trim and renewed a few floor tiles in the lower lobby area.
- Stripped and waxed the lower lobby and conference room floors.
- Painted the lower walls of the conference room.
- Removed the door threshold at the bottom of the conference room door and re-tiled the floor for a smooth entry in and out of the room. Renewed the conference room door closures so door wedges are no longer needed to hold the doors open.
- All the major drain lines in the locker rooms and staff rooms were snaked out.
- The water supply backflow devices were inspected and re-certified.
- The Anacortes Fire Department returned to verify the two safety issues from the previous month's inspection were corrected.
- Painted the lower parking lot lines and handicap parking spaces.
- Cleaned up the landscape in the lower parking lot island.
- In the pool water filter tank, the pool filters were renewed and the corroded metal brackets holding the water fill and water level float tubes were replaced with plastic brackets and stainless steel fasteners.
- Serviced the robotic pool cleaning machine.

Investments

- A total of \$227,164.27 was reinvested 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 July 2016 – (\$29,105.77) and YTD – \$52,356.89. We will receive our second major levy release in October. Program net income for July – \$4,751.76 and YTD - \$61,613.43. We anticipated the reduction in the 2017 Swim Lesson Program and we are still over the net income projected. Pool usage had a significant decline this month. The new aquatic obstacle course should help improve revenues. Gross income for programs is listed below:

DEPARTMENT	FISCAL YEAR	JULY 2016	JULY YTD 2016	JULY 2015	JULY YTD 2015
Aquatics	Jan 1 – Dec 31	\$20,811	\$130,749	\$19,788	\$124,128
Swim Lessons	Jan 1 – Dec 31	\$6,668	\$44,629	\$11,363	\$59,900
Youth Aquatics	Sept 1 – Aug 31	\$10,436	\$91,926	\$5,479	\$98,434
Fitness Center	Jan 1 – Dec 31	\$6,572	\$47,649	\$4,273	\$38,708

EXECUTIVE SESSION

Executive Session ordered by Commissioner Andrew Olson as permitted by RCW 42.30.110 – Contract and Personnel from 6:00 – 7:00 PM.

After the regular meeting resumed at 7:00 pm, the following items were decided for the improvement of operations.

- Executive Director Marilyn Stadler will tighten the purchasing process. The bid form will be re-developed and all managers will use it to obtain approval for the purchases of items or services over \$500 - \$750, whether it is in the Maintenance, Aquatics, Fitness or Youth Aquatics department. The form will include spaces to describe the service or purchase being considered, a table for three bids, the quote selected with an explanation if the lowest bid is not recommended, signature of the requestor, and approval or rejection with explanation by the Executive Director.
- For 2017 and after, the levy and maintenance budgets will be split into two; one for the levy administration and one for levy maintenance. The latter will be given to the Maintenance Manager to control facility maintenance and salary expenses for that department. Through the Profit & Loss Levy sheets for the total budget show administration and maintenance combined, the expenses for both areas can be monitored separately through QuickBooks.
- The special project and Capital Improvement funds and expenses will be in placed in the Levy Administration.
- Expenses will be monitored closely through the end of December 2016 to assure that the District has around \$90,000 - \$100,000 in levy funds to assist with levy expenses until our next major levy release in April 2017.
- The Levy Maintenance Committee will meet when needed to decide what maintenance projects have priority over others and what projects out of the norm will be undertaken.
- The Maintenance Manager will complete a special shutdown budget every year for the Levy Maintenance Committee to approve before shutdown begins. The expenses will be monitored closely during each shutdown.
- The Commissioners decided that the managers are also to include upcoming month’s activities, projects, and possible ideas for their departments in their monthly reports to the Board.

APPROVAL OF VOUCHER(S)

08/31/2016	\$165,163.00
TOTAL	\$165,163.00

Commissioner Taylor voiced her concern about the amount of this month’s voucher. It was stated that \$40,535 was the annual premium for our insurance and \$15,725 was for the

recreational equipment. She stated that shutdown expenses need to be prioritized in the future. The Levy Maintenance Committee will approve shutdown budgets every year prior to implementation.

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

Old Business

- **Tax Map Verification**

- The letter from the Commissioners concerning our six year levy being a regular levy is in route to Annette Devoe, Skagit County Assessor's Office.
- Tuttle Engineering is verifying our taxing district. Informally he explained to ED Stadler that there is little discrepancy in what the Skagit County Assessor map shows and our initial taxing resolution for the district.

- **Architect Interviews**

The District received five Request For Qualifications (RFQ) for Architectural Design Services. The Long Range Planning committee members, Keith Rubin, Christine Mathes, and Libby Grage have scheduled interviews with three.

September 14 - 9:30 am Tour and 10:00 am Interview with ARC

September 14 - 1:30 am Tour and 2:00 pm Interview with ELM

September 15 - 1:30 pm Tour and 2:00 pm Interview with ORB

The final interview questions are completed. The ED will facilitate the introduction; the committee will ask the questions in round robin fashion and score.

The Commissioners discussed the RFQ process and next steps.

New Business

- **Budget in Process**

- The Commissioners and ED discussed rate increases for usage starting in January 2017.
- The Commissioners want to discuss the 2017 budget at their next meeting.
- ED Stadler will send them the recreational equipment fee and the current rental fee schedule.
- Pay increases for lifeguards, swim instructors and cashiers need to be factored into the 2017 budget.

- **Other – Concessions**

- The Commissioners instructed ED Stadler to share current concession prices, including recommendations for cost increases to them next meeting.
- Inventory on concessions needs to improve.
- The cashier Jenny Hall will be asked to assist with ordering.

ADJOURN

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

The next regular meeting is scheduled for Thursday, October 6, 2016, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.