



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, July 6, 2017, 5:30 p.m.

The public was invited except for the Executive Session.

### **CALL TO ORDER**

The meeting was called to order by Commissioner Andrew Olson at 5:30 p.m.

Commissioners Present: Christine Mathes, Mel Larsen

Commissioner Absent: David Way, Jeremy McNett

Staff Present: Mitch Everton, Carla Bigelow, Cheryl Thomas, Jason Hunter

### **PUBLIC COMMENTS**

None.

### **APPROVAL OF MINUTES**

The Regular Board of Commissioners Meeting Minutes for May 4, 2017 and for June 1, 2017 were tabled due to a lack in quorum of attendees.

### **CONSENT AGENDA**

Vouchers for May, 2017 and for June, 2017 were approved unanimously. Christine commented that she noted some late fees/service charges in the vouchers reviewed. We will ensure that this does not continue to happen—if a vendor can't meet our prescribed timeline, we will switch to an alternate vendor.

Bylaws tabled from the previous meeting were approved unanimously. One typo was noted, which will be corrected.

### **EXECUTIVE DIRECTOR REPORTS**

ED Everton reported:

1. A primary priority in coming month(s) is to automate the front desk operations within the construct of Easy Facility. Patrons currently are required to physically check in with the cashier on duty to gain entry and to make payments. This creates frustration for patrons, likely results in lost revenue for non-payment, and fosters transactional stress for the front desk, leading to cashier turnover. We need to provide patrons with card-key auto-entry capability, as well as the ability to automatically charge payments to their

credit card. Jason noted that TAC's preferred software is Team Unify, as it provides a variety of tools that Easy Facility does not. We will explore ways to integrate the two platforms to avoid the need for duplicate entry.

2. We will revamping the lobby in coming months. The candy display will disappear and the bulletin board will be moved to the opposite wall right of the door. The resulting space created will be used to house a vending machine. Candy and soda sales from behind the desk will be discontinued. Mel stated that Island Hospital has had a good working relationship with a local vending machine company—he will reach out and have them contact me. I am meeting with a second company next week. The Commissioners gave approval to offer candy sales at reduced prices to move inventory—unanimous vote. We will continue to offer ice cream sales.
3. We will be scheduling a study session later this month with ARC to review current design and to iteratively tweak that design to reach a final draft, which can then be costed and rolled out for stakeholder comment. Mitch will coordinate a meeting date with Stan.
4. Kyle Ciminski has been hired to replace Jillian Dees. He will report to Carla, be primarily focused on the Fitness Center, with aquatics back-up, as needed.
5. Mitch will be reviewing leases, as tenants have changed in our rentals.

Manager reports are attached.

### Financials

May financials were reviewed (attached).

### Old Business

ARC: Mitch will coordinate the Study Session with Stan—see above.

### New Business

Resolution #322—Changing Investment Officers. Approved Unanimously.

Authorization for Bank of the Pacific Signature Changes. Approved Unanimously.

- **Executive Session ordered by Commissioner Andrew Olson as permitted by RCW 42.30.110 – Personnel and Publicly Bid Contracts.**
  - Session to begin at 6:30 pm and end at 7:15 PM. Public meeting resumed at 7:15 pm.

### ADJOURN

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

The next regular meeting is scheduled for Thursday, August 3, 2017, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.

# Fidalgo Pool & Fitness Center

I, the undersigned Board of Directors of the Fidalgo Pool & Fitness Center District, Skagit County, Washington, do hereby certify that merchandise and services specified have been received and services have been performed by the individuals listed on the attached vouchers and have been approved for payment.

06/02/17

Name	Description	Class	Amount
Fidalgo Payroll Account	P/R Med/Den Pers PayNort...		60,472.29
Fidalgo Revolving Account	Refunds/Resale/Operating s...		549.19
Aquatic Specialty Services	Pool Chem's/Service agree...	Levy:LM - Levy Maintenance	2,081.32
ARC Architects	Capital Improvement Plan	Levy:LA - Levy Admin	14,101.50
Praxair Distribution Inc.	Pool Chem's	Levy:LM - Levy Maintenance	352.25
City of Anacortes	Marketing	Levy:LA - Levy Admin	200.00
Frontier Industries, Inc.	Window repair	Levy:LA - Levy Admin:Kip House	51.08
Sebo's	Operating supplies	Levy:LM - Levy Maintenance	351.88
Aramark	Rug Rentals	Levy:LM - Levy Maintenance	65.10
Precor Commercial Fitness	Maintenance	Levy:LM - Levy Maintenance	903.79
Visa Cheryl	ARC/Operating supplies		127.84
Visa Marilyn	Adobe	Levy:LA - Levy Admin	97.64
Frontier	Emergency Phone	Levy:LA - Levy Admin	68.58
Sprint Aquatics, Inc.	Googles/Caps	Admin	300.25
Office Depot	Office supplies	Levy:LA - Levy Admin	506.67
AV Now, Inc	Transmitter pool mike	Aquatics	80.00
Emedco	Didabled Parking Sign	Levy:LM - Levy Maintenance	160.33
EZ Facility	2017 user fee	Levy:LA - Levy Admin	4,113.63
Puget Sound Energy	Electric Bill	Levy:LM - Levy Maintenance	5,390.43
Skagit County Health Depart...	Health Dept. Permit	Levy:LM - Levy Maintenance	350.00
Western Facilities Supply, Inc.	Custodial supplies	Levy:LM - Levy Maintenance	57.47
Comcast	Internet/Phone	Levy:LA - Levy Admin	762.00
Waste Management, Inc.	Waste Disposal	Levy:LM - Levy Maintenance	263.82
Cascade Natural Gas	Natural Gas	Levy:LM - Levy Maintenance	3,723.24
City of Anacortes	Water/Sewer	Levy:LM - Levy Maintenance	2,603.45
James Carpet Cleaning	Carpet Cleaning	Levy:LA - Levy Admin:Oglesbee H...	139.00
<b>Total</b>			<b>97,872.75</b>

*090 Taxes*

*1821.95*  
*9969.470*

# Fidalgo Pool & Fitness Center

I, the undersigned Board of Directors of the Fidalgo Pool & Fitness Center District, Skagit County, Washington, do hereby certify that merchandise and services specified have been received and services have been performed by the individuals listed on the attached vouchers and have been approved for payment.

06/29/17

Name	Description	Class	Amount
Fidalgo Revolving Account	Refunds/Resale/Operating s...		301.54
Fidalgo Payroll Account	P/R Med/Den Pers PayNort...		59,253.16
Aramark	Rug Rentals	Levy:LM - Levy Maintenance	21.70
Ace Hardware, Inc.	Repair/Operating Supplies	Levy:LM - Levy Maintenance	38.02
Sebo's	Operating supplies	Levy:LM - Levy Maintenance	178.02
Praxair Distribution Inc.	Bank Charge		297.53
Aquatic Specialty Services	Pool Chem's/Service agree...	Levy:LM - Levy Maintenance	189.88
CED	Electrical parts	Levy:LM - Levy Maintenance	229.62
Skagit Publishing	Marketing/Help wanted	Levy:LA - Levy Admin	439.56
EZ Facility	2017 user fee	Levy:LA - Levy Admin	1,322.88
Waste Management, Inc.	Waste Disposal	Levy:LM - Levy Maintenance	139.41
Visa Cheryl	ARC/Operating supplies		349.82
Cascade Natural Gas	Natural Gas	Levy:LM - Levy Maintenance	3,324.65
Fire Chief Equipment	Fire Extingusher Check	Levy:LM - Levy Maintenance	124.65
Puget Sound Energy	Electric Bill	Levy:LM - Levy Maintenance	3,029.44
Clamdigger	Help Wanted/Marketing	Levy:LA - Levy Admin	16.80
Commercial Filter	HVAC Parts	Levy:LM - Levy Maintenance	418.70
Office Depot	Office supplies	Levy:LA - Levy Admin	10.61
Sonhouse	Gutter Cleaning	Levy:LM - Levy Maintenance	472.43
Cesco New Concept Chemic...	Pool/Custodial Supplies	Levy:LM - Levy Maintenance	632.88
Frontier	Emergency Phone	Levy:LA - Levy Admin	68.58
TAC	Dive Board	Levy:LM - Levy Maintenance	1,516.72
ARC Architects	Capital Improvement Plan	Levy:LM - Levy Maintenance	7,589.93
Dept of Revenue	Minor work permit	Levy:LA - Levy Admin	41.00
Natural Structures	Hardware packages	Levy:LM - Levy Maintenance	325.50
<b>Total</b>			<b>80,333.03</b>

Dept of REVENUE B+O TAXES

1971.90

82,304.93

## *Executive Director's Report May – July 2017*

### “Tell Us About It” Summary

We have had three “Tell Us About It” forms and one email comment since our last Board of Commissioners’ meeting.

1. “A sound system that works continuously, my understanding is that the current is very old, please replace it. Red stretch bands; there are not enough when the class is large.”
2. Please consider attaching acoustic panels to the walls and ceilings of the fitness center.
3. Ongoing – “Noise, while not realistic to change the acoustics of the workout room here, two items should be addressed. The male personal trainer talks too loudly and laughs the same. My hearing is very sensitive so I use earplugs. He is still often very annoying. The exercise of throwing the sandbags hard to the floor is almost shockingly loud. Can’t you require the use of a piece of foam or sound deadener to the target?”
4. “We are very pleased with the fitness facility. Our only complaint is the noise. I’m sure you realize that the acoustics in this building are really bad so noise can really be a problem. The male trainers tend to talk constantly in a very loud voice. The female trainer sometimes has her clients use the sandbags to throw hard onto the floor. The noise is deafening. When both things are happening at the same time, it is not a pleasant work out. It was suggested to me that maybe a piece of carpet to throw the bags on would lessen the noise.”
5. “Marta is amazing. I watched her work the front desk. She knows everyone by their name! Wow!”

### Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- TAC summer team started June 26<sup>th</sup>. TAC has a strong number of swimmers this year. Jason is excited to be working with the new swimmers and hopes to see them continue into the coming year.
- 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.
- The Youth Aquatics program is hosting the 5th Splash-n-Dash. The event is taking place on August 12th. Calvin is organizing the entire event and we are hoping to see a strong turn out.
- TAC traveled to Dalles, Oregon June 22<sup>nd</sup> to June 25<sup>th</sup>. Thirteen swimmers participated and Jason will talk about how the meet went July 6<sup>th</sup>.

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

- **SilverSneakers®:** In April 2017, 154 out of 671 enrollees participated for 1,005 visits. In May 2017, 171 out of 691 enrollees participated for 1,132 visits.
- **Silver&Fit®:** In April 2017, 54 out of 134 enrollees participated for 154 visits. In May 2017, 57 out of 135 enrollees participated for 343 visits.
- **At Your Best®/Optum:** In April 2017, 42 out of 90 enrollees participated for 264 visits. Fitness Advantage 1 out of 1 enrollees participated for 4 visits. In May 2017, 48 out of 92 enrollees participated for 310 visits. Fitness Advantage 1 out of 1 enrollees participated for 8 visits.
- **FITNESS:**
  - **GroupX Classes:** Gentle Yoga is often very full. AFM Bigelow is considering adding 2 more class sessions in the fall on Tuesday and Thursday mornings. Instructor Rockwell may be available to lead the classes.
  - AFM Bigelow plans to look at options for increasing awareness for groupX class offerings that have smaller class sizes, including new marketing/advertising.

- **AQUATICS:**

- **GroupX Classes:** AFM Bigelow is looking for an instructor to take over the Monday/Wednesday AquaFit class. She has spoken to one land GroupX instructor and to another employee who was requested by the class members. They are considering it. Neither has aquatic fitness experience but both are experienced instructors. Until a permanent solution is found AFM Bigelow and Instructor L. Johnson are picking up the classes.
- **Swim School:** As of this writing there are 70 students enrolled for Summer Session I.
- **Special Events:** Recent special events included end of school swims for students from: Bayview School, Mt. Erie School, Lopez Island School (FLIP); K - 2nd Grade Swim Lessons for Lopez Island School; a water safety day and swim for Swinomish Tribe 9 - 12 year olds sponsored by Swinomish Tribal Police; 2 days of water rescue training for the Anacortes Fire Department.
- Skagit Publishing will be sponsoring 4 Sunday afternoon Open Swims - July 16, 23, 30 and August 6 from 1 - 3 PM. The swims will be free of charge and limited to the first 100 entrants. Everything Wibit will be in the water and the water slide also be available. Skagit Publishing will be marketing the events in their newspapers and webpages, promoting Fidalgo Pool & Fitness Center. They will also have co-sponsors who will have the opportunity to have vendor tables in the lobby or the outside entry area to share information about their businesses or services.
- **Lifeguard Instructor Update:** AFM Bigelow, LGI T. Johnson and LGI J. Dees are participating in a mandatory LGI Update as part of the newly updated Lifeguarding certification. The update will include a renewal of the basic Lifeguard certification, Instructor update and O<sub>2</sub> certification. Each of the certifications is good for 2 years. Adding the O<sub>2</sub> certification will allow FPFC LGIs to certify Lifeguards to administer oxygen. Erika Miller from the Walla Walla YMCA is leading the courses. Jessica Bliven, Aquatics Manager at John Vanderzicht Pool is hosting the event.

*Administration – Executive Director Mitch Everton & Business Manager Cheryl Thomas*

- The Active Military Program May 2017 was 88 visits by 39 different participants, visits 573 YTD. The usage by military families for May 2017 was 74 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	89
March 2016	67	March 2017	83
April 2016	61	April 2017	99
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>573</b>

- Other statistics:
- 1. The FPFC total number of visits for May 2017 was 4,341, May Year-to-Date 2017 was 21,336. The FPFC total number of visits for May 2016 was 3,653 and Year-to-Date was 19,634. These statistics don't include the visits from Physical Therapy patrons, swim meet participants or rentals.

#### Maintenance – John Little

- Replaced the buoy ball.
- It was decided to change the upstairs men's and women's restrooms to unisex restrooms. They will be converted once all the placards, dispensers and supplies are on hand.
- Replaced the defective lap swimming clock with a new one.
- Planning and processing projects and supplies for when the swimming pool and men's and women's locker rooms and staff locker rooms are closed from Saturday, August 12 at noon through Sunday, August 20<sup>th</sup> for shutdown. The swimming pool re-opens at 5 AM Monday, August 21.

#### Investments

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



**2017 FPFC P&P Analysis**

	Actual May-17	Budget May-17	Monthly Variance	Actual YTD	Budget YTD	YTD Variance	Budget
Revenue							
M&O Levy	\$47,104	\$52,048	-\$4,944	\$339,906	\$260,241	\$79,665	\$624,578
Interest	\$0	\$628	-\$628	\$5,094	\$3,139	\$1,955	\$7,533
Rentals	\$2,450	\$2,450	\$0	\$10,650	\$12,250	-\$1,600	\$29,400
Aquatics	\$29,555	\$23,559	\$5,996	\$135,980	\$117,797	\$18,183	\$282,712
Youth Aquatics	\$7,748	\$8,881	-\$1,133	\$36,971	\$44,406	-\$7,435	\$106,575
Fitness Center	\$7,794	\$6,489	\$1,305	\$42,201	\$32,443	\$9,758	\$77,864
Concessions	\$747	\$1,325	-\$578	\$3,395	\$6,625	-\$3,230	\$15,900
Locker Rental	\$40	\$108	-\$68	\$297	\$542	-\$245	\$1,300
Out of District	\$13	\$0	\$13	\$82	\$0	\$82	\$0
Room Rental	\$154	\$146	\$8	\$693	\$729	-\$36	\$1,750
Shower Use	\$21	\$7	\$14	\$102	\$33	\$69	\$80
Revenue Total	\$95,626	\$95,641	-\$15	\$575,371	\$478,205	\$97,166	\$1,147,692
Expense							
Bank Charges	-\$150	\$627	-\$777	\$2,825	\$3,135	-\$310	\$7,525
Communications	\$450	\$378	\$72	\$1,893	\$1,892	\$1	\$4,541
Continuing Education	\$0	\$125	-\$125	\$1,814	\$625	\$1,189	\$1,500
Capital Outlays	-\$212	\$2,339	-\$2,551	\$8,068	\$11,697	-\$3,629	\$28,072
Bond Loans	\$0	\$5,484	-\$5,484	\$12,310	\$27,421	-\$15,111	\$65,811
Dues/Memberships	\$0	\$38	-\$38	\$375	\$192	\$183	\$460
Election	\$0	\$633	-\$633	\$0	\$3,167	-\$3,167	\$7,600
Help Wanted	\$0	\$25	-\$25	\$0	\$126	-\$126	\$302
Insurance	\$3,235	\$3,634	-\$399	\$16,176	\$18,172	-\$1,996	\$43,613
Licenses & Fees	\$350	\$88	\$262	\$738	\$440	\$298	\$1,055
Marketing	\$200	\$167	\$33	\$1,962	\$833	\$1,129	\$2,000
Postage	\$0	\$45	-\$45	\$107	\$225	-\$118	\$539
Professional Service	\$5,394	\$2,327	\$3,067	\$21,006	\$11,637	\$9,369	\$27,928
Operating Supplies	\$4,044	\$3,003	\$1,041	\$17,511	\$15,016	\$2,495	\$36,039
Repair & Maintenance	\$121	\$2,240	-\$2,119	\$5,239	\$11,202	-\$5,963	\$26,884
Taxes	\$3,425	\$1,405	\$2,020	\$10,173	\$7,024	\$3,149	\$16,858
Travel	\$0	\$17	-\$17	\$630	\$83	\$547	\$200
Equipment	\$0	\$200	-\$200	\$0	\$1,000	-\$1,000	\$2,400
Utilities	\$9,111	\$8,812	\$299	\$46,821	\$44,060	\$2,761	\$105,743
Wages & Benefits	\$55,770	\$55,924	-\$154	\$284,733	\$279,620	\$5,113	\$671,089
Capital Improvements	\$0	\$7,500	-\$7,500	\$29,033	\$37,500	-\$8,467	\$90,000
Special Projects	\$0	\$628	-\$628	\$0	\$3,139	-\$3,139	\$7,533
Expense Total	\$81,738	\$95,641	-\$13,903	\$461,414	\$478,205	-\$16,791	\$1,147,692
Net Income	\$13,888	\$0	\$13,888	\$113,957	\$0	\$113,957	\$0

**FIDALGO POOL & FITNESS CENTER DISTRICT**  
**RESOLUTION 322**

(IN THE MATTER OF CHANGING INVESTMENT OFFICERS)

**WHEREAS**, Fidalgo Pool & Fitness Center District appointed Executive Director Marilyn Stadler as investment officer; and

**WHEREAS**, Marilyn Stadler retired from the position on June 30, 2017; and

**NOW, THEREFORE, be it resolved that** the Board of Commissioners appoints the new Executive Director Mitch Everton to assume the following authority and duties as investment officer:

1. To determine from time to time what monies are available for investment in each of the funds maintained by the district.
2. To invest and reinvest such available funds in those investments authorized by RCW 36.29.020 and RCW Chapter 39.60, which will yield the best rate of interest for the district for such time periods as the investment officer may deem appropriate considering the needs of the district.
3. To report to the Board of Commissioners each month at its regular meeting all investments made during the prior month.

Approved: July 6, 2017

*ABSENT*

---

Jeremy McNett, Commissioner #1

*ABSENT*

---

David Way, Commissioner #2

*Christ Mathes*

---

Christine Mathes, Commissioner #3

*Mel Larsen*

---

Mel Larsen, Commissioner #4

*Andrew Olson*

---

Andrew Olson, Commissioner #5