



1603 22<sup>nd</sup> Street  
Anacortes, WA 98221  
360-293-0673 (phone)  
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## **MINUTES**

Regular Meeting of the Board of Commissioners  
Fidalgo Pool and Fitness Center  
Thursday, July 18, 2019, 5:30 p.m.

### **CALL TO ORDER**

The meeting was called to order at 5:30 p.m.

Commissioners Present: Christine Mathes, Ken Hansen, David Way

Commissioners Absent: Jeremy McNett, Andrew Olson

Staff Present: Executive Director Mitch Everton, Kim Sharpe

### **APPROVAL OF MINUTES**

The regular meeting minutes of May 16, 2019 were tabled until the August meeting as there was not a quorum present for approval.

### **APPROVAL OF VOUCHER(S)**

Vouchers were approved for payment.

### **PUBLIC COMMENTS/CORRESPONDENCE**

None.

### **DIRECTOR/MANAGER/COMMITTEE REPORTS**

The ED gave a summary report on current initiatives/developments. Water temperature has been increased to 84 degrees in response to patron comments; shut-down is scheduled for August 10-18 and a task list was reviewed with the commissioners; ED scheduled absences were reviewed, along with assigned hand-offs; August and September meeting dates were discussed. It was agreed to move the August date to 8/22, as the 15<sup>th</sup> occurs in the middle of shut-down. It was agreed to hold the September meeting on the regularly-schedule date (9/19). The ED will not be in attendance but will ensure that all bases are covered.

A patron satisfaction survey was reviewed. It showed a high level of satisfaction with all classes (4+), as well as various comments re: overcrowding, transition times and potential alternate classes that might be offered. This will be taken into account in the fall schedule.

## **Financials**

June financials were reviewed. Revenues to budget are lagging; expenses are underbudget. Net income is \$9K ahead of budget. ED is focused on improving volumes in TAC, masters and various aquatic programming.

## **Old Business**

Fundraising update. The fundraising event was successful. There are five fundraising segments upcoming: (1) Ride the Wave (6/28-9/18), focused on prospect follow-up, grant writing, signage and a number of community events; (2) Day of Giving (9/19), focused on high-visibility outreach, raising awareness, money and voter commitment; (3) Community Engagement (9/20-10/31) focused on education, obtaining input and building patron ownership of the plan; (4) Year-End Giving, focused on fundraising throughout the Holiday season and a finishing kick; and (5) Pass the Bond (1/1/20 through bond election date), focused on bond passage.

## **New Business**

1. July Pool Schedule Conflicts. The commission expressed concern about conversations with two patrons and the lack of effective communication re: lap-swim availability. The board asked the ED in the future to ensure that changes are communicated verbally and that there be prominent lobby signage, alerting patrons to the changes, in addition to other varied media. The ED will make this happen. We will also reassess next July to see if additional changes need to be made.
2. Commissioner Participation in Campaign/Fundraising Events. A reminder of open meetings requirements should three or more commissioners attend the same event. As all commissioners are running unopposed in the November election, there was general consensus that the candidate forums would likely be skipped.

## **ADJOURN**

**MOTION:** A motion was made and seconded to adjourn the regular meeting at 6:45 p.m. The motion passed unanimously.

The next regular Commission meeting is scheduled for Thursday, August 22 at 5:30 p.m. at FPFC.



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## MINUTES

Regular Meeting of the Board of Commissioners  
Fidalgo Pool and Fitness Center  
Thursday, June 20, 2019, 5:30 p.m.

### CALL TO ORDER

The meeting was called to order at 5:30 p.m.

Commissioners Present: Christine Mathes, Andrew Olson, Ken Hansen

Commissioners Absent: David Way, Jeremy McNett

Staff Present: Executive Director Mitch Everton

### APPROVAL OF MINUTES

The regular meeting minutes of May 16, 2019 were reviewed and approved as read.

### APPROVAL OF VOUCHER(S)

Vouchers were approved for payment.

### PUBLIC COMMENTS/CORRESPONDENCE

None.

### DIRECTOR/MANAGER/COMMITTEE REPORTS

The ED gave a summary report on current initiatives/developments. The first meeting of the Finance Committee was held 6/18—this will be a recurring meeting two days prior to each month's board meeting to review financials. Clamdigger ads are ongoing. Summer swim lesson registrations opened 6/1 to heavy volume; summer schedules are posted. Initial draft of the Employee Handbook has been completed; Personnel Committee will meet in coming months to finalize for Board review/approval. We have switched bookkeepers—our new person is Lacy Judd, who began training earlier this week. A fitness survey is in draft form and will be issued the first week of July to patrons. The ED will be on vacation 7/26-8/5 and from 9/3-9/29. This will affect the regular board meeting date of 9/17, voucher approval and check production.

### Financials

## July Management Update

1. We have had limited feedback from patrons accustomed to lap swimming mid-morning. I have added this item to the agenda and will forward a discussion for your review prior.
2. The fundraising kick-off event appeared to be well-received. There have been several other outreach events which Renata and Jennifer can discuss at the meeting. Current funds raised equal approximately \$2.5M.
3. Campaign signage has appeared throughout town. The response was positive but many patrons noted that the signs were difficult to read, as the verbiage tended to blend into the background. The initial signs printed have since been reprinted with better contrast, which I believe has solved the problem.
4. We received complaints that the water temperature was too cold. We had adjusted the temp down a degree to 83 with the advent of summer weather. John has bumped it back up.
5. I am undertaking a patron satisfaction survey, which will be discussed at the meeting.
6. Shut-down is scheduled for August 10-18, with Splash-and-Dash the morning of the 10<sup>th</sup>. Routine maintenance only, with the boiler being the major focus.
7. I will be out of the office July 26-August 5 and for the entire month of September, with limited availability. In my absence, Kim Sharpe will be doing the daily deposit, Melissa Reynolds the daily Quickbooks input, our new bookkeeper (Lacy Judd) and Christine the September payroll. Procedures are in place for all of these areas.
8. We need to discuss both the August and September meetings. Our regularly scheduled August meeting is set for 8/15. This is in the middle of shutdown. I would suggest postponing the date to 8/22. The September meeting is schedule for 9/19. Lacy will have vouchers prepared, which can be reviewed and approved. Kim will mail the checks. She can also organize the agenda, as needed.

## August 2019 Pool Closure Projects

No capital improvement projects are scheduled for the annual pool closure. The following is a list of currently planned repair projects during the closure. All repair projects are within the current annual budget of repair, operating supplies and utilities.

The boiler's biennial water and fire side inspection will be done by the state inspector after we open up and clean the fire side of the boiler and open and drain the water side of the boiler.

Boiler disassembly, cleaning, inspections and repairs	\$7000
Repair the yellow pool entry fiberglass steps.	\$700
Drain lines cleanout.	\$1200
Service the pool water filtration system.	\$400
Prep and paint the lower walls of the locker rooms.	\$500
Prep and paint the deck under the balcony.	\$200
Repair tile and grout as needed on deck and in the locker rooms.	\$300
Install additional safety grab bars in the men's locker room shower.	\$1000
Service the hot water tempering valve.	\$150
Test and repair the city water backflow devices.	\$400
Service the locker room air dryers.	\$50
Strip and wax the lobby and party room floors.	\$200
Service and repair the HVAC systems.	\$800
Repairs to plumbing systems, electrical systems and doors as needed.	\$1500
Diver to inspect and repair the pool plaster, VGB covers and water inlets.	<u>\$1500</u>
Total	\$15,900

2019 Patron Satisfaction Survey

Class Name	Rating	Likes	Improvements	Alternatives
<b>Land-Based Classes</b>				
<b>Bars, Benches &amp; Balls</b>				
	4	Good workout; friendly	Diagonal exercises; transitions	Hire Suzanne; other yogas
	4.5	Good instruction	Add'l time for equipment	Tai Chi
	5	Options for all levels; challenging	Bigger balls	Later morning aqua classes
	5	Cheerful attitude		Appreciate class variety
	5	Instructor; varied routines		
	5	Challenging exercise		
	5	Love the class; great intensity	Off in the evening during Fall	Later class time; Barre'
	5	Better intensity than SS	Better transitions	Barre'
<b>Average rating</b>	<b>4.81</b>			
<b>Core Yoga</b>				
	5	Good pace; postures	Airflow	
	5	Clear explanations; kind	Too crowded	
	5	Many options; kind		
	5	Instruction; positive; good blend	1.5 hour yoga class 1X/wk	
	5	Instruction; strength & flex		
	5	Instruction	Squeaky fan	Yin Yoga w/ breath tech
	5	A top instructor	Transition time	Yoga studio in new facility
	5	Instructor; flow		Add'l stretching
	4	Variety; no fixed routine		Juice/snack bar; less noise
	5	Instruction	Time is too short; faster pace	
<b>Average rating</b>	<b>4.90</b>			
<b>Flow Yoga</b>				
	4	Knowledgeable; nice flow	Too much talking	Weight training (non-TRX)
	5	Soothing; good guidance	New studio!	
	5	Instructor; diff options	Offer more often; crowded	
	5	Instructor; responsive		Two clipboards; room temp
	5	Instructor; informative		Intermediate swim class
				Non-masters; mix with yoga

4	Best yoga class ever!		
4	The physical challenge	Less rigidity; less talking	
4	Overall a great class	Less rigidity; too stiff; more flow	Dirty floors; faster flow
3	The timing	More intensity	New yoga mats; diff levels of flow

**4.33**

**Average rating**

**Gentle Yoga**

5	Clear instructions; modifications		
5	Everything		
4	Great pace	Cat/cow pose on floor, not chair	Offer an afternoon class
5	Alt poses, pace, relaxed mood	Earlier start time; 3x/wk	
5	Everything		Faster flow yoga class
5	Feel good about myself	Cleaner floors; more room	

**4.83**

**Average rating**

**Hatha Yoga**

5	Accommodates various abilities		
5	Instructor; ambience	Better space; darken room	Barre' mid-morning
5	Instructor; varied approaches	Additional space; crowding	More dance
5	Best I've had in 15 years of yoga	Longer class; set-up times, etc.	
4	Instructor; responsive, kind	Longer class--15 minutes	Stay open during meets
5	Instructor; tailored class	Transitions; hurried pace	Dance, Tai Chi, Julie, Suzanne
4	Instructor; knowledgeable	Less "chatty"; more professional	1.5 hour class. Stair stepper.
5	Instructor; enthusiasm	More large balls	Longer class; better transition
5	Great explanations; thorough		Core conditioning using balls
5	Instructor; varied approaches		Late-morning classes
5	Slow; complete workout		
5	Instructor; World-Class		
5	Instructor; multi-level options	90 minute classes	You're doing a good job
5	Relaxed, "can do" attitude		meeting diverse needs
5	Instructor; best I've seen	Improved space; sightlines	Mat Pilates; wall climbing
5	Everything		
5	Great stretch		Keep TRX
5	Stretching		

**4.89**

**Average rating**

## Muscular Strength

- 5 Intensity & length of reps
  - 4 Social with exercises
  - 5 Well-planned and appropriate
  - 5 Variety; intensity
- more red bands; better sound  
Increase instructional skill level  
More transition time  
Sound system
- Transitions; set-up time  
Suzanne

Average rating 4.75

## Pilates

- 5 Indiv attention; pleasant
  - 5 Manageable level of difficulty
  - 5 Core conditioning
  - 4.5 Good workout
  - 5 Instructor; variety, progress
  - 5 Variety beyond yoga
  - 5 Options; clear explanations
- more classes; earlier; Sundays?  
Barre'  
Core + large balls  
Afternoon or evening class  
Barre'  
Early PM, weekend slots, Barre'

Average rating 4.93

## Restorative Yoga

- 5 Instructor is an inspiration
  - 5 Everything
  - 5 Good, fun workout
  - 5 Instructor; wonderful, fun
  - 5 Knowledgeable; generous
- Class is perfect  
Nothing  
Bigger room  
1.5 hours
- Tai Chi; sword form martial arts  
Evening; weekend hours, zumba

Average rating 5.00

## Silver Sneakers

- 4.5 Good for my age!
  - 5 Everything
  - 4.5 No wasted time; great cool-down
  - 5 Injury recovery
  - 4 Instructor; friendly
  - 3.8 Instructor; punctuality
- Suzanne; more medium bands  
More weights, stretch bands  
More challenges; lack of space  
More room  
Red bands, sound, inc. difficulty  
Enforce transitions
- More of the same; 4:00 pm class  
Suzanne  
Step is too early; 8:00 am pref.  
Work on transitions  
Sound system

Average rating 4.47

## Spin



5 Challenging but doable; friendly instructor; enthusiasm  
 5 Kills me. Great instructor  
 5 Great workout  
 5 Maybe Tai Chi

Keep duffel bags out of bike area  
 Keep 6:00 am; 3x/week  
 Can't be improved....great

Average rating 5.00

Step

4 Instructor dedication; music  
 5 Love the class; a rare find  
 5 Everything  
 An add'l 7:00 am class

Deviation from routine is good!

Average rating 4.67

Strength & Conditioning

5 Instructor; variety, attention  
 5 Enthusiasm; options  
 5 Pos approach; variety  
 5 It goes fast; I feel the results  
 5 Instructor; getting stronger  
 5 Alternatives offered  
 4 Everything  
 5 Weights/cardio combo  
 5 Gets me going the in AM!  
 5 Great communication  
 4.5 Creative; challenging  
 4 Innovative; variety

Really like the early class!  
 Additional space  
 Friday class; also offer Barre'

Focus on older demographic

Put away weights; don't toss  
 More TRX  
 More large balls

More stretching  
 More space  
 Zumba, Pilates  
 Barre'  
 Pilates

Better oversight; technique  
 Better demonstrations

Average rating 4.79

TRX

5 Adjustable difficulty levels  
 4 Great results!  
 4 Good for all levels  
 5 Good instruction  
 5 Instructor outreach; knowledge

More large balls  
 More frequent offering  
 Less side conversation  
 Class reliability

90-minute yoga classes  
 Transition time  
 Better subbing system

Average rating 4.60

**Yogilates**

5	Brisk pace; variety		
4	Instructor; I like the combo	Slower pace would be better	Fewer loud voices in gym
4.5	Instructor; body mechanics		Add'l weekend classes
3.5	Athletic alt to yoga	Better music; less talking	Gi Gong Longer classes; Pilates
<b>Average rating</b>			
<b>4.25</b>			

**Zumba**

5	Enthusiasm; I love to dance	3x or more per week	Tai Chi for beginners
5	It's great!		
5	Great energy; friendly group		
5	Energy; music; fun people		
5	Music; happy attitude		
5	Fast-paced; good cardio		Zumba daily in the winter
4	High energy; music	Slower warm-ups	Christian music
5	Exc teacher & music; love her!	More dance-based classes	Other dance alts
5	Energetic; fun, great routines	Additional Zumba classes	Another Zumba Gold @ 8:00
5	Pos attitude; routines, energy	It's already perfect!	Increase transition times; elevator
5	Fun, energetic, enthusiastic	Larger space; crowded	Transition times; Barre' Sign-ins too paper-intensive
<b>Average rating</b>			
<b>4.91</b>			

**Total Land-Based Responses**

**112**

**Aqua-Based Classes**

**Boot Camp**

5+	High energy/intensity; great core	Additional Classes	
<b>Fit &amp; Flow</b>			
5	It's the best		Maintain aqua classes
5	Good workout; fun, lots of areas	Warmer water; better music	Yoga; aqua zumba
5	Good workout	Better music	Aqua zumba
5	Friendly; positive instruction	Warmer water	Nap time after showers
5	Variable; hard as you want	Keep great instructors	More AM deep water class

5	Range of movements		
4	Friendly exercise		
5	Energetic; hard working; fun		
5	Instructors; good mix fun/work	More room; crowded space	Zumba @ 8:00; more dance
5	Music	Louder music	
5	Constant movement		
4	Instructor; Keeps it moving	Music could be improved more upbeat stuff	More yoga offerings
5	Instructor; good routine	Keep time schedule the same	Less talking
5	Instructor; good overall focus	Increase intensity/core	
5	Instructor	Keep up the good work!	
5	Instructor; variety of workouts	7:30 class all year	More yoga, boot camp classes

**Average rating** 4.88

**Mind N Motion**

5	Full-body workout; light hearted	Need more space/crowded	Elevator; pool yoga
5	Fast-paced, full body, flexibility	Crowding, esp. locker rooms	PT recovery class--transitional
5	Movement; variety, music		Dance-movement class
5	Instructor, activity, wonderful		PT recovery class--transitional
5	Great workout; fun	A coffee machine please	aqua zumba; boot camp
5	Wow! Great energy	Evening offerings	

**Average rating** 5.00

**Total Aqua-based Responses** 23

**Total Responses** 135

	Actual 19-Jun	Budget 19-Jun	Monthly Variance	Actual YTD	Budgeted YTD	YTD Variance
<b>Revenue</b>						
M&O Levy	\$2,267	\$2,688	-\$421	\$375,055	\$377,390	-\$2,335
Interest	\$385	\$325	\$60	\$2,240	\$2,100	\$140
Rentals Property	\$2,900	\$2,575	\$325	\$16,100	\$15,450	\$650
Aquatics	\$44,734	\$38,610	\$6,124	\$217,075	\$230,809	-\$13,734
Youth Aquatics	\$6,614	\$11,880	-\$5,266	\$48,731	\$60,567	-\$11,836
Masters	\$2,709	\$3,255	-\$546	\$15,673	\$20,555	-\$4,882
Fitness	\$10,599	\$11,481	-\$882	\$74,031	\$70,655	\$3,376
Commission	\$655	\$30	\$625	\$1,821	\$1,005	\$816
Vending Machines	\$134	\$182	-\$48	\$842	\$1,147	-\$305
Concessions	\$167	\$160	\$7	\$1,095	\$985	\$110
Locker Rental	\$576	\$746	-\$170	\$1,152	\$1,708	-\$556
Out of District	\$290	\$285	\$5	\$812	\$934	-\$122
Shower Use	\$60	\$117	-\$57	\$180	\$339	-\$159
Gift Certificates	-\$65		-\$65	-\$46	\$0	-\$46
Merchandise						
Fundraising	\$872		\$872	\$872		\$872
<b>Revenue Total</b>	<b>\$72,897</b>	<b>\$72,334</b>	<b>\$563</b>	<b>\$755,633</b>	<b>\$783,644</b>	<b>-\$28,011</b>
<b>Expenses</b>						
Bank Charges	\$876	\$1,288	-\$412	\$7,704	\$7,230	\$474
Concessions		\$80	-\$80		\$493	-\$493
Continuing Education	\$282		\$282	\$1,596	\$600	\$996
Bond Interest	\$2,479	\$2,447	\$32	\$14,792	\$14,592	\$200
Dues/Memberships		\$68	-\$68	\$8,131	\$11,064	-\$2,933
Election			\$0	\$0	\$0	\$0
Employee Recognition	\$68	\$100	-\$32	\$402	\$600	-\$198
Fundraising	\$27,430	\$20,333	\$7,097	\$99,460	\$96,548	\$2,912
Help Wanted		\$10	-\$10		\$70	-\$70
Insurance	\$164		\$164	\$1,655	\$492	\$1,163
Licenses & Fees *				\$1,094		\$1,094
Marketing	\$346	\$700	-\$700	\$1,831	\$1,400	\$431
Office Supplies	\$3,811	\$300	\$46	\$2,981	\$1,800	\$1,181
Operating Supplies		\$4,209	-\$398	\$20,205	\$26,512	-\$6,307
Postage		\$14	-\$14	\$229	\$225	\$4
Professional service	\$3,509	\$1,026	\$2,483	\$29,017	\$20,985	\$8,032
Repair & Maintenance	\$3,865	\$6,180	-\$2,315	\$22,319	\$37,079	-\$14,760
Taxes	\$1,813	\$2,500	-\$687	\$13,020	\$15,000	-\$1,980
Travel	\$141	\$100	\$41	\$460	\$322	\$138
Utilities	\$10,231	\$10,121	\$110	\$64,637	\$67,284	-\$2,647
Wages & Benefits	\$74,916	\$78,350	-\$3,434	\$444,723	\$469,608	-\$24,885
Merchandise				\$995		\$995
<b>Expense Total</b>	<b>\$129,931</b>	<b>\$127,826</b>	<b>\$2,105</b>	<b>\$735,251</b>	<b>\$771,904</b>	<b>-\$36,653</b>
<b>Net Income</b>	<b>-\$57,034</b>	<b>-\$55,492</b>	<b>-\$1,542</b>	<b>\$20,382</b>	<b>\$11,740</b>	<b>\$8,642</b>