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MINUTES

Regular Meeting of the Board of Commissioners
Fidalgo Pool and Fitness Center
Thursday, August 6, 2015, 5:30 p.m.

CALL TO ORDER

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

Commissioners Present: Andrew Olson, Jeremy McNett, David Way, Pam Taylor, Ilima Shaw
Staff Present: Marilyn Stadler, Cheryl Thomas, Natalie Hood, John Little, Carla Bigelow, Jason Hunter

Guests: Tom Conroy, Heather Burke, Mel Larson

PUBLIC COMMENTS/CORRESPONDENCE

We had 11 "Tell Us About It" comments and one email concern since our last Board of Commissioners' meeting. A summary of the comments is below:

- "I am a regular at the pool and the weight room. The pool is older and thus in real need of refurbishing and repairs. I would hope during the summer closure of the pool the following items could be addressed.
 1. In the women's dressing room, a number of the shower heads and tiles around showers have been missing for a long time, two of the basins are cracked and glued together, one of the sink faucets is loose with poor water flow, and the dirty floor around showers and entrance to the pool are in need of bleaching.
 2. The pool room is in need of a paint job as least the first four feet from the floor where it is really marked up
 3. It is not relative to maintenance but the area around the pool looks junky with all the various equipment and stuff. Could things not used regularly be put away?
 4. The outside of the pool is in real need of a paint job.

I understand from your minutes that the commissioners are evaluating bids of \$25,000 plus for flooring of the workout room so I would assume there are the funds for these items."

Information from Maintenance Manager concerning this comment was discussed at Levy & Maintenance Meeting at 5 PM on August 6, 2015 prior to the Regular Board of Commissioners' Meeting:

1. The pool patron is correct about the repairs still pending in the women's shower area. Many repairs in the locker rooms have been done but the items she mentioned are still pending. Regarding the shower floors staining, we just hired an additional full time custodian so the shower floors should receive more attention than just the basic nightly cleaning and sanitizing. We will have one custodian through all of shutdown and one

custodian for 1/2 of shutdown. Their top priority during shutdown is a deep cleaning and refinishing of all the floors throughout the building including the pool deck.

2. The lower area of the pool arboretum walls is scheduled to be prepped, primed and painted as needed during shutdown.

3. Jason Hunter, Natalie Hood and John Little had initial discussions 2 weeks ago regarding storage options for equipment around the pool. It is being addressed.

4. We all agree the outside of the pool is in need of exterior upgrade or painting. The exterior painting or siding is being discussed by the Levy & Maintenance Committee. Executive Director Marilyn Stadler will email the patron and address her concerns.

- Please notify patrons if they are ill or have skin conditions to please avoid contacting others at the pool until they are well.
- The fitness schedule on the bulletin board stated there was a Zumba Class on Saturdays, 10:30 – 11:30 am. No one was there and the young lady at the front desk didn't have any communication concerning class cancellation. Fitness Manager (FM) Carla Bigelow was called by the front desk. The instructor had an emergency, and didn't call to notify us. FM Bigelow contacted the patron and explained what happened and told her the class continues on Saturdays.
- A 75 year old patron was unsure how punch payments worked. He was under the impression that he had to pay every two weeks. FM Bigelow explained to the patron that it is based on usage and not on time. He had plenty of punches remaining on his card.
- We received four "Tell Us About It" forms about re-hanging the mirror in the women's locker room. (Maintenance Manager John Little re-hung the mirror.)
- Next time the locker rooms are "upgraded", consider 1) having 50% of lockers with locks provided by customers at \$5 per month, 2) decreasing the number of showers, 3) replacing the shower heads with water saving ones, 4) fixing the lukewarm water, and 5) adding auto shut off or push button only showers.
- Two different patrons complained about their children's' swim lesson class starting significantly late, but ending on time. (Aquatic Manager Natalie Hood intervened to prevent further occurrences).
- We also had a complaint that we needed to have the "Splash n Dash" flyer on the website, and it was immediately added.

APPROVAL OF MINUTES

The regular meeting minutes of July 2, 2015 and the special meeting minutes of July 8, 2015 were reviewed.

MOTION: A motion was made and seconded (SHAW/TAYLOR) to approve the minutes from the July 2, 2015 regular meeting as submitted. The motion passed unanimously.

MOTION: A motion was made and seconded (WAY/MCNETT) to approve the minutes from the July, 8 2015 special meeting as submitted. The motion passed unanimously.

APPROVAL OF VOUCHER(S)

<u>7/30/2015</u>	<u>\$90,814.39</u>
TOTAL	\$90,814.39

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

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- The summer team numbers are up a little and the regular team numbers have been okay compared to past years. Coach Hunter is very happy with results so far for 2015 and the budget looks very strong going into July and August. Coach Hunter is hoping that the numbers continue to grow into 2016.
- Coach Hunter took 5 swimmers to Long Course Champs. There were 14 swimmers qualified but timing was a problem this year with many swimmers out of town.
- There is a week long camp for swimmers planned August 3-7th. The camp has 11 swimmers which will bring in some nice income for the month of August which is usually the lowest point of the year.
- Coach Hunter successfully negotiated the high school contract for 2015-16. The contract is basically the same with a slight raise due to cost of living increases.
- August 8th is our Splash-n-Dash from 8 am to 10:30, this is a great youth event for our community and Coach Hunter is looking forward to watching the kids have a great time.

Fitness Report –Fitness Manager Carla Bigelow

- **SilverSneakers®:** In May 2015, 158 out of 655 enrollees participated for 1,075 visits. In June 2015, 168 out of 669 enrollees participated for 1,288 visits.
- **Silver&Fit®:** In June 2015, 7 out of 7 enrollees participated for 65 visits. In July 2015, 6 out of 8 enrollees participated for 62 visits.
- **Fitness Center**
 1. **Mirrors** -We received quotes from three companies to install three (3) mirrors in the GroupX Classroom, extending the mirrors across the entire south wall, and two (2) mirrors on the west wall of the Equipment Room. There is a minimum one (1) month lead time from ordering to installation. The Maintenance and Levy Committee met prior to this meeting to make a decision on moving forward with this project.
 2. **Equipment Room** - Precor Fitness will be here on July 24 to perform quarterly maintenance on the exercise equipment. They are also bringing up a triceps pull down accessory for the Functional Training System. This should reduce wear and tear on the D ring attachments. Another garbage can/wipe dispenser was ordered for the fitness center. This should reduce or eliminate the issue we've had with running out of wipes.
 3. **Solar Shades** - Patrons are pleased with the new solar shades. They are easy to use and make sunny mornings so much more comfortable when patrons are working on one of the cardio machines.
- **GroupX Classroom**
 1. **Room Painting** -We received quotes from three companies to paint the GroupX Classroom. The Maintenance and Levy Committee met prior to this meeting to make a decision on moving forward with this project.
 2. **New Classes:**

- Tabata Time! (7 - 8 AM on Wed/Fri) with instructor Shelly Geist began on Wednesday, July 22. This will be a six-week offering. It may continue if attendance goals are met. The class will meet outside over shutdown, place TBD.
 - Zumba (Mon/Wed evening time TBD) with instructor Jillian Ganci will begin in September.
- 3. **Zumba in the Fitness Center** – FM Bigelow has spoken to a couple of the Zumba instructors about the possibility of having a Zumba Launch Party here. This would be an event where each of our Zumba instructors could lead 2 - 3 songs, showcasing their personalities and specialties. We will be meeting in the next few weeks to plan the event and develop a promotional plan.
- 4. **Certifications** - Zumba Gold instructor Elke MacCartney recently attended a Zumba Kids certification in B.C. She is excited to bring Zumba Kids to FPFC. We are looking at the class schedule to see where this new class might fit.
- 5. **Instructors** - Gentle Yoga instructor Celeste Atterberry is back from maternity leave. Dawn Jex will be leaving earlier than expected. Jennifer McFarland has taken over the evening Yoga 101 class. Cal and Tamara are covering the T/Th Strength & Conditioning class. Cal will take over that class in the fall. Tamara Rice has turned in her notice. Her last day is August 21.
- **Social Media**
 1. **Facebook:** We currently have 500+ Likes for our Fidalgo Pool & Fitness Center business page. FM Bigelow would like to see 1000 Likes by the first of the year. The more Likes we have, the more our posts show up in people's feeds. There are plans to include a Facebook button on the redesigned webpage that will prompt webpage visitors to Like us on Facebook. She believes there is a way to add a similar button to our email signatures.
 2. **TripAdvisor:** Fidalgo Pool & Fitness Center is now an Anacortes attraction on TripAdvisor. FM Bigelow has ordered a window sticker - it may be vinyl cling - so easy to remove. Visitors to our facility are now able to review us on the site. People searching for things to do in Anacortes will now be able to see some basic information about FPFC and there is a link to the FPFC website on our page. There is now a TripAdvisor link on our Facebook page.

Aquatics – Aquatic Manager Natalie Hood

- Swim lessons currently have about 125 participants enrolled.
- We just finished a Lifeguard Course and should have some new Lifeguards applying soon.
- We continue to train current lifeguards and swim instructors. There were two in-services this month.
- Aquatic Manager (AM) Natalie Hood may host a Water Safety Instructor course at FPFC. We have multiple instructors that are interested!
- We are getting ready for Burlington and Sedro Woolley Girls Swim/Dive teams. AM Hood is working on their contracts.
- Fall Pool and Swim Lesson schedules come out this week and Swim Lessons will be available for registration through the end of the year.
- AM Natalie Hood is communicating with some pool patrons about photos for our new website.

- AM Natalie Hood is planning her September schedule since she will be gone most of the month.
- Aqua Zumba has been a hit! Lindsey Miller has been pulling in more than 30 participants each time.
- We added a new Aqua Zumba class on Thursday's at 6:30 pm through the summer.
- AM Hood is considering pool signage to organize the lap swimmers and water walkers better.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program in June had 48 visits by 22 different participants for a total of 494 visits YTD. The total number of military families in June 2015 was 56.

Month	# of Visits	Month	# of Visits
October 2013	76	October 2014	53
November 2013	68	November 2014	34
December 2013	55	December 2014	46
January 2014	68	January 2015	23
February 2014	80	February 2015	49
March 2014	70	March 2015	97
April 2014	81	April 2015	72
May 2014	107	May 2015	72
June 2014	74	June 2015	48
July 2014	30	July 2015	
August 2014	17	August 2015	
September 2014	40	September 2015	
TOTAL	766	TOTAL	494

- Other statistics:
 1. The FPFC total number of visits for June 2015 was 3,823 and January - June 2015 Year-to-Date was 23,323. This doesn't include the visits from Physical Therapy patrons, swim meet participants or rentals. Commissioner McNett would like a report of these statistics every month with a comparison of previous year's number of visits per month and Year-to-Dates.
 2. There was minimal usage of the Fitness Center during June pool rentals, which were also down for the month.
 - Saturday, June 6 – 2 - 3:30 pm pool rental – 3 in Fitness Center at 4 pm
 - Sunday, June 7 – 3 - 5 pm pool rental – 0 in Fitness Center
 - Saturday, June 13 – 3:30 - 5 pm pool rental – 0 in Fitness Center
 - Sunday, June 14 – 3 - 4 pm pool rental – 0 in Fitness Center
 - Saturday, June 20 – 12:30 - 3 pm pool rental – 0 in Fitness Center
 - Sunday, June 21 – 3 - 5pm pool rental – 1 in Fitness Center at 4 pm
 - Saturday, June 27 – 2 - 4 pm pool rental – 1 in Fitness Center at 2 pm
 - Sunday, June 28 – 3 - 5pm pool rental – 0 in Fitness Center

Total Rental Pool Hours – 13.5; Fitness Center usage by 5 participants

Maintenance – John Little

A summary of John Little's major activities are listed below:

- Working on resolving the low water pressure to the building issue.
- The pool uses CO₂ gas to balance the water's pH. Modifications to our CO₂ system seem to have cut our CO₂ consumption by half.
- Following up on a recommendation by Mel Larson, Chair of our Levy & Maintenance Committee, FPFC switched CO₂ suppliers and is now getting CO₂ gas at a lower cost than before. We will no longer have monthly CO₂ cylinder rental fees of \$70 per month and through a state approved contract we will get a better price for the product. Our price for CO₂ gas should drop by 60%.
- Planning, preparing and ordering for all the shutdown projects.
- FPFC hired an additional full time custodian the last week of July.

Investments

- \$20,099.20 – matured August 5, 2015 = \$20,143.91
- \$165,000 – matured August 4, 2015 = \$166,060.70
- The total amount of \$186,204.61 was re-invested and will mature August 1, 2016.

Financial Reports

Levy net income based on QB for June 2015 – (\$27,184.28) and YTD – \$162,000.29. We have our next major levy release in October. The actual YTD levy net income should be \$26,832.02 higher since the flooring expense was included, but it is part of the special projects budget, not a part of the regular operations budget. Program net income for June - \$6,539.61 and YTD - \$65,013.76. Gross income for programs is listed below:

DEPARTMENT	FISCAL YEAR	JUNE 2015	JUNE YTD 2015	JUNE 2014	JUNE YTD 2014
Aquatics	Jan 1 – Dec 31	\$16,386	\$103,400	\$17,223	\$102,454
Swim Lessons	Jan 1 – Dec 31	\$10,503	\$48,537	\$8,998	\$39,648
Youth Aquatics	Sept 1 – Aug 31	\$9,327	\$92,955	\$10,467	\$91,260
Fitness Center	Jan 1 – Dec 31	\$4,842	\$34,434	\$2,908	\$15,826

Old Business

• **Ballot for General Election**

Our ballot measure and explanatory statement have been received by Skagit County Elections. The Pro-statement for the Levy was also sent in by the July 24, 2015 deadline by that Committee. The Against-statement Committee has asked to work directly through Skagit County Elections so we don't know if that information has been sent at this time.

• **Levy & Maintenance Committee**

The Levy & Maintenance Committee have approved adding mirrors to the fitness center and group exercise room up to a bid of \$4,231.50. Executive Director Marilyn Stadler stated that we have approximately \$6,400 left from the group exercise floor budget to purchase the mirrors. The painting of the Group Exercise Room will be completed in house sometime this year.

- **Master Capital Improvement Plan Committee**

Dr. Mick Donahue of Skagit Valley College is interested in working on the Master Capital Improvement Plan. He is responding to advertisements we have out in the community to find candidates for the Committee. Commissioner Jeremy McNett will chair the group and will be the Fidalgo Pool and Fitness Center's representative when dealing with consultants and contractors. Commissioner David Way asked about the timeline for developing our Master Capital Improvement Plan. Executive Director Marilyn Stadler stated that she will create a written timeline for the Commissioners to review. Commissioner Jeremy McNett would like to form this committee as soon as possible.

- **Landscaping and Yard Maintenance Committee**

Business Manager Cheryl Thomas, Chair of the Landscaping and Yard Maintenance Committee reported she is obtaining a third bid for the plan and plant list for the new fitness center area. She and Christine Mathes met with Molly McGuire, a Landscape Architect from Bellingham and received an excellent consultation. Ms. Heather Burke stated that Maureen Sheetz, our first consultant hasn't heard where we are with this project. Business Manager Thomas will contact Ms. Sheetz and let her know where we are still currently in the bidding process.

- **Public Relations (PR) Committee - Public Communication and Participation Plan**

Commissioner Shaw updated the Commissioners about the progress of the Public Relations Committee.

- She shared the postcard promotion we would like to send out before the levy to increase usage of the pool and remind people to vote. Executive Director Marilyn Stadler discussed the promotion with State Audit Manager Andy Asbjornsen and he didn't see any problem with us offering this promotion. We cannot tell the taxpayers to vote yes for the levy, but we can remind them to vote. The Commissioners and public at this time may have some suggestions to improve the postcard.
- The Executive Director Marilyn Stadler will schedule a meeting with Kyle Mahoney and get back with the PR Committee on a date and time to discuss more on the website.
- Aquatic Manager Natalie Hood, Fitness Manager Carla Bigelow and Executive Director Marilyn Stadler will work on the swim lesson registration flyer and form.
- The Committee wanted the Board to be aware that the Committee would like to spend up to \$3,000 for the initiation of the new website design (Mr. Mahoney quoted \$500 - \$1,000) and the postcard creation and mailing (Ship N Shore quoted \$1,800).
- The previous board discussion about placing a QR scan on promotions, including the postcard, was again stressed.

New Business

- **Shutdown Schedule**

Maintenance Manager John Little discussed an ambitious shutdown schedule, which will begin at 1 pm, August 21 and continues through September 7, 2015. Below is a list of the projects he plans are managing:

1. Employees will deep clean and refinish of all the floors throughout the building including the pool deck.

2. The lower area of the pool arboretum walls will be prepped, primed and painted. Other painting is planned through-out the facility. The group exercise room will probably not be completed during shutdown.
3. All the furniture in the administrative office will be removed, the floors cleaned and electrical lines and power cords organized.
4. The broken sinks in the locker rooms will be repaired.
5. An electrician will check some of our electrical outlets and the electrical to the pool pump.
6. The lifting tiles in the lobby will be replaced.
7. Employees will hopefully replace missing tiles in the locker rooms and on the pool deck if matching tiles are found.
8. The low pressure issue in the showers and other areas of the facility will be repaired by replacing back flow system.
9. The boiler will receive maintenance care and will be inspected.
10. The remaining non-insulated pipes in the mechanic rooms will be insulated.
11. New flags purchased by the Thunderbird Aquatic Club will be hung over the pool.
12. Old shower heads will be replaced with commercial ones.
13. The pool walls will be cleaned and brushed.
14. Stainless steel in the facility will be cleaned with the appropriate cleaner.
15. Some of the ceiling tiles will be replaced. Executive Director Stadler asked the Maintenance Manager about the cost of the ceiling tile replacement. We need to make sure that our current budget can handle that expense.

If everything can't be completed during shutdown, Maintenance Manager Little will continue to concentrate on these items.

- **Executive Session**

An Executive Session ordered by Commissioner Andrew Olson as permitted by RCW 42.30.110. The session was scheduled from 7:05 to 7:15 pm and was concerning employee/legal matters. Commissioner Andrew Olson resumed the meeting at 7:15 pm.

ADJOURN

MOTION: A motion was made and seconded (OLSON/SHAW) to adjourn the meeting at 7:15 pm. The motion passed unanimously.

The next regular meeting is scheduled for Thursday, September 3, 2015, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.