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MINUTES

Regular Meeting of the Board of Commissioners
Fidalgo Pool and Fitness Center
Thursday, June 2, 2016, 5:30 p.m.

CALL TO ORDER

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

APPROVAL OF MINUTES

The Long Range Planning Committee Minutes from the March 29, 2016 meeting were reviewed.

MOTION: A motion was made and seconded (MCNETT/LARSEN) to approve the minutes from the March 29, 2016 meeting. The motion passed unanimously.

The Long Range Planning Committee Workshop Minutes from the April 15, 2016 meeting were reviewed. No motion to approve was made since a quorum of Commissioners was not present at the workshop.

The Regular Board of Commissioners minutes from the May 5, 2016 meeting were reviewed.

MOTION: A motion was made and seconded (MCNETT/WAY) to approve the minutes from the May 5, 2016 meeting. The motion passed unanimously.

The Long Range Planning Committee Workshop minutes from the May 12, 2016 meeting were reviewed.

MOTION: A motion was made and seconded (MCNETT/WAY) to approve the minutes from the May 12, 2016 workshop. The motion passed unanimously.

The Special Board of Commissioners minutes from the May 24, 2016 meeting were reviewed.

MOTION: A motion was made and seconded (MCNETT/WAY) to approve the minutes from the May 24, 2016 meeting. The motion passed unanimously.

APPROVAL OF VOUCHER(S)

05/26/2016	\$90,138.20
TOTAL	\$90,138.20

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

PUBLIC COMMENTS/CORRESPONDENCE

Tell Us About It” Summary

We had 3 “Tell Us About It” forms and one note since our last Board of Commissioners’ meeting. A summary of the comments is below:

1. Fidalgo Pool’s website references old team website that is not active. No swim team schedule is on the pool’s website, would be helpful. Would be helpful to have schedule/canceled practices posted on pool’s website and facebook. Maybe a parent volunteer could keep that updated. (Referred to Jason Hunter, Youth Aquatics Director.)
2. A note was left asking where are the mats in the locker rooms to prevent slipping? (John Little, Maintenance Manager has ordered mats awhile ago.)
3. Patrons need notification of pool closures, closures used to list on the seasonal pool schedules, which was very convenient. Please return to this system of notification. Many people came to find the pool closed. Prior notification is a must. (Closures are listed on the schedule sheet at the front desk, which may be taken home. Planned closures also appear on the pool website. Spontaneous closures do to illness, etc are sent out in email blasts and posted in the lobbies.)
4. There were complaints that one of the personal trainers is too loud while working with clients. (Carla Bigelow, Aquatic & Fitness Manager talked to the personal trainer about this issue.)

Thunderbird Aquatic Club (TAC) – Coach Jason Hunter

- TAC numbers are:
 - Home School: 15(0)
 - Bronze: 28 (0)
 - Silver: 18
 - Gold: 15
 - Juniors: 30
 - Seniors: 4
 - Masters: 20Total 111 without masters Active + or - 3
- June 22nd will be the start of our summer team. Jason is shooting for about 40 additional swimmers.
- June 17th-20th TAC is off to Spokane for their team trip. The meet is at an out door pool, it is 50 meters long and gives all the swimmers a chance to compete against completely new swimmers in a new environment. The team will be staying in the Gonzaga dorms and taking 12 passenger vans. The team is bringing 25 athletes.
- The Spring Thunderbird took place May 20th- 22nd. There was 350 athletes in the meet TAC brought 60 swimmers and took 1st place overall. This is the 3rd year in a row where the team has taken 1st place.
- The swim-a-thon is completed, the team brought in \$11,000 which was \$4,000 short of Jason’s goal but more than enough for what the team needed. The money is already being spent on new yard racing lines and other team equipment.

Aquatics & Fitness Report – Aquatic & Fitness Manager Carla Bigelow

- **SilverSneakers®:** In March 2016, 209 out of 735 enrollees participated for 1,445 visits. In April 2016, 208 out of 740 enrollees participated for 1,420 visits
- **Silver&Fit®:** In March 2016, 5 out of 10 enrollees participated for 57 visits. In April 2016, 4 out of 10 enrollees participated for 26 visits.
- **At Your Best®:** In March 2016, 23 out of 40 enrollees participated for 240 visits. In April 2016, 26 out of 42 enrollees participated for 227 visits.
- **FITNESS:**
 - **Equipment**
 1. Rogue rack and associated equipment has arrived. Thanks to the Maintenance Department for getting installed. It might need to be bolted to the floor as a safety and stability measure. The rack has already seen a lot of use. AFM Bigelow will be ordering a women's Ohio Bar, a new bar pad for use during squats and, possibly, a dip bar attachment.
 - **GroupX Classes**
 1. HIIT, Boot Camp and Monday night Flow Yoga will be on hiatus for the summer. We will revisit adding them back into the schedule of classes in the fall.
 2. We have a new instructor for Friday Gentle Yoga. Please welcome Instructor Brenda Newton.
 3. Instructor Dawn Jex is back for the summer season. She will be teaching the Tuesday/Thursday Strength & Conditioning class through September. We are also looking at offering specialty, limited time yoga classes while she is here.
 4. The Commissioners discussed their concern that group fitness classes are being cancelled when a substitute instructor can't be found. Executive Director discussed that we could consider "Fitness on Demand". FOD™ has developed the industry's only fully functional delivery platform, engineered distinctly for the purpose of implementing virtual group fitness in a commercial setting. Commissioners Olson and McNett suggested that we could purchase a screen and projector with this system. ED Stadler & AFM Bigelow will investigate the expense to provide this type of service.
- **AQUATICS:**
 - **GroupX Classes**
 1. Classes are going well generally. The morning GroupX classes will be shifting to earlier summer times beginning June 27. Thursday evening AquaZumba will be on hiatus for the summer.
 2. Instructor J. McFarland and AFM Bigelow are in discussions about developing a CardioSUP class. ED Stadler and Commissioner McNett have expressed support for this offering. Instructor McFarland has SUPs that she uses to teach SUP Yoga. We will be exploring the best way to tether the boards for this class. Please see the following links for examples of the type of class we would offer:
<http://www.aquaphysical.com/>
<https://www.youtube.com/watch?v=dbvS9syWty8>
Aquatic and Fitness Manager Carla Bigelow gave a presentation on CardioSUP, which is attached at the end of the minutes. The Board had several questions about the costs of the boards, the instructor payment options, charge for the class and class availability. David Way would like to see classes offered in the evening and on Saturday. Commissioner McNett wants to make sure that the boards are

safely positioned away from the edges of the pool when class is in session. Commissioners Olson and McNett were concerned about the boards' purchase price. We will test a class during the summer to see how it is received by the pool patrons. The instructor percentage payment split option, use of the instructor's boards and separate charge for this specialty class will be used in the trial session.

○ **Swim School**

1. Spring Session III has approximately 95 students enrolled (as of 5/27).
2. We will offer 4 - 2 week sessions of swim lessons this summer. Session I begins June 27.

○ **Staff**

1. Please welcome new swim instructors: Julia Griffiths, Jadin Bigelow, Lindsey Miller, Dawn Jex
2. Julia Griffiths has also joined our Lifeguarding staff for the summer.
3. LGI Johnson and AAFM Dees are heading up a staff team building project. Staff members are offering suggestions for social events and activities to be held once a month. In June we go bowling.

○ **Training**

1. AFM Bigelow spent a busy week at the International Aquatics Fitness Conference in Palm Harbor, Florida. She completed Aquastrength Level 1 Instructor training and has been asked by CEO Troy Elliott to submit an application to become a Master Trainer for the company. She was able to take classes from international master trainers; and met with fitness equipment distributors, suit designers from Dolfin Swimwear and USA Swimming Make A Splash Anti-Drowning Initiative representative Sue Nelson.
2. The Lifeguarding staff will hold an inservice with Justen Berg of the Anacortes Fire Department on June 25.
3. AAFM Dees, LG Webb and LG Omdal are taking their WSI certification this month. The class is being offered by the John Vanderzicht Pool in Oak Harbor but will meet at Fidalgo Pool on the weekend dates of the course.
4. ARC Lifeguarding course begins June 3 here. This course will include Lifeguarding, CPRO/AED/First Aid and Blood Borne Pathogens training.

Administration – Executive Director Marilyn Stadler & Business Manager Cheryl Thomas

- The Active Military Program for April 2016 was 61 visits by 26 different participants, 514 visits YTD. The usage by military families for April was 78 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	
June 2015	48	June 2016	
July 2015	69	July 2016	

August 2015	86	August 2016	
September 2015	69	September 2016	
TOTAL	718	TOTAL	514

- Other statistics:
 1. The FPFC total number of visits for April 2016 was 3,780 and Year-to-Date was 15,981. The FPFC total number of visits for April 2015 was 4,122 and April 2015 Year-to-Date was 15,981. These statistics also don't include the visits from Physical Therapy patrons, swim meet participants or rentals.
- Fidalgo Pool Forum has not received any interest.
- Business Manager Cheryl Thomas raised prices on many candy items.

Maintenance – John Little

- A company has been hired to repair the damaged chain link fence at the SW corner of the Pool property. The company estimated the repairs would be completed by the middle of June. The wood fence will be repaired in-house after the chain link repairs are completed.
- A new rollup door was installed at the SE corner of the pool deck. The new door is energy efficient with insulated framework and insulated glass to allow in light from the outside without opening the door.
- The lower parking lot lights were re-lamped.
- Four exterior building lights were repaired.
- The new chair lift has been received and is scheduled to be installed during shutdown.
- All smoke detectors were serviced.
- The new weight machine was assembled and put into service. The old one was removed.

Investments

- \$186,204.61 will mature August 1, 2016.
- \$40,000.00 will mature July 31, 2016
- We have a total of \$226,204.61 in investments.

Financial Reports

Levy net income based on QB for April 2016 – \$175,835.71 and YTD – \$145,100.90. We received a major levy release this month. Program net income for April – \$10,656.80 and YTD - \$52,260.78. Gross income for programs is listed below:

DEPARTMENT	FISCAL YEAR	APRIL 2016	APRIL YTD 2016	APRIL 2015	APRIL YTD 2015
Aquatics	Jan 1 – Dec 31	\$20,141	\$82,986	\$15,824	\$70,158
Swim Lessons	Jan 1 – Dec 31	\$7,768	\$26,882	\$7,767	\$30,746
Youth Aquatics	Sept 1 – Aug 31	\$7,249	\$68,226	\$8,639	\$74,314
Fitness Center	Jan 1 – Dec 31	\$7,900	\$29,051	\$5,603	\$24,966

Old Business

- **Landscaping Committee**
 - Molly Maguire contacted Business Manager Cheryl Thomas approximately ten days ago. She is revising the current plan that includes the northwest section of the fitness center.

She is also working on a revised landscaping scope for the north and east areas of the fitness center.

- After much discussion, Executive Marilyn Stadler will resume the responsibility of the landscaping project. She will contact Molly McQuire for the northwest plan revision.
 - ED Stadler will also talk with Hillary Anderson, who is a staff person and a horticulturist to see if she may be interested in working with us on plant options for the east and north areas.
 - Maintenance Manager John Little and ED Marilyn Stadler will look at what needs to be done for the sidewalk revision.
 - Commissioners McNett, Olson and Way stated they will help with planting.
 - Commissioner Mel Larson asked about irrigation. It may be cost prohibitive to add irrigation at this time.
- **Second LRP (CMIP) Public Workshop and Special meeting of the Board – LRP Committee**
 - ED Marilyn Stadler and Commissioner David Way discussed that the LRP Committee is currently working on an Architect Request for Qualifications.
 - Commissioner Way stated how the Request for Qualifications works with government agencies.

New Business

- **Shutdown Plans**

Maintenance Manager John Little is planning the following maintenance duties during our annual shutdown, scheduled for Saturday, August 6, 2016 after the Splash N Dash event to Sunday, August 21, 2016.

- Service HVAC system.
- Test fire door.
- Replace damaged floor tiles on the pool deck and in the locker rooms.
- Install chair lift and ballet barre.
- Resolve the tree root problem in the upper parking lot and repair damaged asphalt.
- Finish tracing the electrical panels.
- Have scuba diver re-plastered minor areas in the pool and check surface integrity.
- Replace Virginia Graeme Baker Act covers.
- Service boiler.
- Replace ceiling tiles in ladies' locker room.
- Pressure wash pool deck, locker rooms and sidewalks.
- Fix bottom of doors.
- Change pool lights.
- Replace base trim in lobby area.
- Possibly re-cable facility for internet.

ADJOURN

MOTION: A motion was made and seconded (MCNETT/TAYLOR) to adjourn the meeting at 6:50 p.m. The motion passed unanimously.

The next regular meeting is scheduled for Thursday, July 7, 2016, 5:30 p.m. at Fidalgo Pool and Fitness Center conference room.