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## **MINUTES**

Regular Meeting of the Board of Commissioners  
Conducted at Fidalgo Pool and Fitness Center and Virtually  
April 20, 2023, 5:30 p.m.

### **CALL TO ORDER**

The meeting was called to order at 5:30 p.m.  
Commissioners Present: C Mathes (Chair), K Hansen, D Way  
Commissioners Absent: A Olson, J McNett  
Staff Present: R Peterson

### **PUBLIC COMMENT**

None

### **APPROVAL OF THE MINUTES**

Minutes from March 16, 2023 were approved as written.  
Minutes from the special meeting on April 10, 2023 were deferred until the May board meeting.

### **CONSENT AGENDA**

Vouchers were approved for payment.

### **DIRECTOR/FINANCIAL/STAFF REPORTS**

The ED reported March was another busy month with 7,549 visits resulting in 22,502 visits during the first quarter. A continuation of this rate would be 90,000 visits for the year and does not include usage by any of the swim teams.

Finances for March were better than expected in most categories. Revenues were \$79,000 dollars more than budgeted, with \$64,000 of that coming from early collection of taxes. Of the remaining \$15,000, nearly \$8,500 was from group swim lessons as expected. Membership signups are greater than expected, and we had two swim meets that weren't originally budgeted. Expenses were nearly \$18,000 less than expected. There was \$12,000 budgeted for election requirements that hasn't been needed yet. Additionally, maintenance costs remained low through the first part of the year. The month ended with a \$6,159 profit. The budget was for a \$90,855 deficit resulting in a \$97,014 difference, again with \$64,000 being early tax collection. At the end of February there was \$342,540 in the county account and \$193,592 in the bank for a total of \$536,132. This is more than budgeted as expected with the early tax receipts.

The staff is working towards being able to hold more community safety classes. There will be a lifeguard class in May, and both a Water Safety Instructor and an internal Lifeguard Instructor course in June. Once our employees are complete with the Lifeguard Instructor course, they will

be able to be cross trained into other Red Cross instructors. This will allow babysitting and community CPR classes.

The ED reported that the one-bedroom rental home will be vacated at the end of the month. Maintenance will conduct the check out and evaluate what may need to be repaired so we can get it back on the market. No lengthy repairs are expected currently.

### **NEW/OLD BUSINESS**

- CivicRec progression
  - The switch over to CivicRec started 1 April as planned. There were significant issues in the first couple weeks as several patrons had difficulty logging in and getting courses scheduled. The ED reported there are still some issues, but they are becoming fewer. The staff has been learning as well. The front desk is more comfortable with the program and the features in the system have made check-in easier and faster for them. How classes are displayed in the catalog is being adjusted to try to make them easier to find. Staff are also reaching out to another facility that uses CivicRec to understand how they set up their lap swims and see if it can work for us.
  - The staff is seeing the benefits of the program. The ability to register for swim lessons online has been a great enhancement to our families. They no longer must stand in line for hours hoping they get a spot. Scheduling other members of a family is much easier. Communication capabilities from the new system are anticipated to be better. The last system would stop sending email to random addresses with no notification. The ability of account members to see all their transactions and activities is an upgrade as well. This is all in addition to the efficiencies being gained on the business side in managing accounts and accounts receivable.
  - Commissioner Mathes reviewed the emails received by the board with regards to the changeover to ensure they had all been addressed. The ED had spoken to three of the individuals who submitted emails, and the fourth regarding out of district fees had been addressed by the Board and ED during the special meeting.
- Metropolitan Park District
  - The paperwork for the Boundary Board is quite extensive. The ED is working with the County Clerk to get copies of a previous special purpose district that went through the process to ensure proper formatting and increase the chances of success in getting through the board.
  - The ED proposed and received approval to engage with ARC to update the design of the new facility to focus on the pools, and fitness room, and update the conceptual drawings of what the building would look like. This will allow for a better understanding by the public and potential funding sources.
- Annual Report
  - The Annual Report required by the state has been finalized. The ED presented the data to the board for information prior in case there were any questions. There were none and the ED will file prior to the deadline.
- Lifeguard policy
  - The ED and the Aquatics Director proposed updating the requirements for swim instructors. Recent training completed by the Aquatics Director highlighted some

inefficiencies in our current swim lesson program. Mainly a lack of standardization among instructors. The proposal is that to have all Lead Swim Instructors be American Red Cross Water Safety Instructor certified. Those that are not certified will be Swim Instructor Aids, with the goal of them becoming certified. Training to certify the instructors can now be done in-house. There were questions from the Commissioners about implementation, how many instructors would be affected, and timelines. The discussion will continue during the next meeting.

**ADJOURN**

The meeting was adjourned at 6:23 p.m.