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**Minutes for the Regular Meeting
of the
Board of Commissioners**

Date and Time: 5:30 PM, Wednesday, April 29, 2026

Location: Fidalgo Pool & Fitness Center

CALL TO ORDER @ 5:30 PM

- Identify Commissioners and Staff Present
 - Staff- Carla Bigelow, Jenny Claridge, Arik Dahlen, John Little
 - Commissioners: Kathleen Brueger, Ken Hansen, Tory Haschak, Cindy Marvin, David Way
 - Public: Mick Cowles, Tory Haschak, Susan Hill, Nicholas Johnson, Jennifer Lewis, Linda Martin, Patty Munday, Ted Rolfes, Sally Turner

COMMISSIONER POSITION #1

No new candidates applied for the Board vacancy.

Motion: Cindy Marvin moved to appoint Tory Haschak to Commissioner #1 position. Second: Kathleen Brueger. Vote: unanimous. Motion carried.

Tory Haschak read and signed Oath of Office to be sworn in, which was witnessed by the present notary, and then took her seat on the Board of Commissioners.

PUBLIC COMMENTS –

Jennifer Lewis gave an update from Friends of the Pool. “Donation Stickers” have been ordered and will start being placed on equipment in the facility to help raise awareness and show opportunities to help support FPFC. She also mentioned the Community Celebration to thank outgoing commissioners and welcome to incoming commissioners, which will be held June 2, 2026, beginning at 5:00pm at the Anacortes Library. She also mentioned that Friends is looking to recruit new board members and volunteers, and asked the commissioners for any possible assistance.

At the end of the meeting, Sue Hill reiterated the June 2 celebration and encouraged participation.

CONSENT AGENDA

Minutes – The Board considered the draft minutes for the 4/13/2026 Special Meeting.

Motion: Cindy Marvin moved to approve the minutes. Second: Tory Haschak. Vote: Unanimous. Motion carried.

Approval of the vouchers

- Vouchers totaling \$149,022.20
Major expenses: 2 payrolls, and the quarterly insurance premium payment.
Ken Hansen moved to approve vouchers, Second: Cindy Marvin. Vote: Unanimous.
Motion carried.

DIRECTOR/FINANCIAL REPORTS

*See attached (Department Director Reports)

Arik Dahlen presented the Financial report for March 2026. For the month of March FPFC total revenues were budgeted at \$81,808 and actuals came in at \$127,331.70. This was primarily due to the timing of levy income and will correct itself in the upcoming months. Expenses for the month were budgeted for \$153,400.23 and came in under budget for a total of \$123,213.68. Biggest contributor to this underrun was Wages/benefits which was under budget for the month by \$32,357.55. (This underrun is offset by the \$36,696.74 overage we saw in Jan this year.) Total net income for the month of March was \$4,118.03. We were budgeted to lose \$76,897 for the month.

Year to date FPFC is performing \$20k better than budgeted, and when factoring in 2025 budgeted expenses (\$41,000 in state audit and election costs) that were paid in 2026 due to timing of invoices, we are \$61,000 better than budget so far.

Points of interest-

Total membership revenue is \$3300 above budget projections for the year to date. Which is a very positive trend since we changed the pricing and membership structure for 2026 and were unsure of the financial impact.

Total payroll wages & benefits expense are over budget by \$5110 year to date. Currently wages (payroll) are overrun for the year by \$11,708, this overage is being partially offset by the employee benefits (medical/dental) underrun of \$4635.

The primary factor for the payroll overrun is more lifeguard hours worked due to increases in industry standards for required lifeguard in-service hours and added overlap in scheduled shifts for better water safety practices. Staff is evaluating ways to make lifeguard shifts more efficient to manage payroll expenses, while maintaining the highest safety standards for our patrons.

Tory Haschak asked Maintenance Director John Little about the maintenance report. John explained he had some computer issues that kept him from updating his report, and that nothing had really changed in his report from last month. David and Cindy again requested to see the maintenance projects list that John previously mentioned so that the commissioners may have input, if necessary, on the priorities. John said that he is still working on the 2, 5, and 10-year plan, and will include an updated maintenance project list in his next report.

COMMITTEE REPORTS

Human Resources Committee

Final edits for the Executive, Aquatics, and Operations Directors' job descriptions have been completed, and the job descriptions for the Maintenance Director and TAC Head Coach will be next up for review.

The Committee discussed a revision to the sick leave policy that adds a procedure, consistent with state requirements, to determine compensation for instructors who receive multiple pay rates that are tied to the specific class or activity. The new procedure involves calculating an instructor's total pay over the last 30 days divided by the total hours worked to derive a dollars/hour rate for sick leave compensation. This change will be distributed to affected staff and reflected in the next update to the Employee Manual.

David Way has been reviewing the Operations Manual and explained that each department has been tasked with reviewing and creating their own Operations manual based on updated procedures.

Facility Committee

The Facility committee did not meet, but will review the 2, 5, 10-year plan once completed and start budgeting for larger capital projects.

Cindy Marvin mentioned that she has been seeking old plans and documents regarding pool renovation vs new construction to supplement the 2017 facility engineering audit. John Little said that former Commissioner Jeremy McNett would have all the digital plans and files from those facility audits and meetings with the architect (ARC). Ken Hansen agreed to contact Jeremy to obtain those files and share them with the rest of the Board. Cindy emphasized the importance of posting any relevant documents on the website as soon as the new version launches so the community can see our starting point.

Communication/Elections Committee

Cindy Marvin is working on improvements to the Board of Commissioners section of the website to provide clear webpages to post more reports and documents, and to make a search function available.

Cindy introduced a question for the Board to consider regarding the timing for putting the 2027 Levy measure on the ballot.. The Board had a preliminary discussion about moving the measure up to an earlier 2027 election versus the traditional November date. Skagit County may be planning a significant levy measure for the November 2027 ballot. Commissioners were concerned about the additional election cost associated with putting an item on the ballot with fewer other measures and offices to share the expenses. The Committee agreed to research the pros and cons, and report back to the Board.

OLD BUSINESS

By-laws

The Board agreed to put the Update of the By-laws on pause until all commissioner seats have been filled. There was discussion of potential ways (like SharePoint) to edit and share documents with all Commissioners contributing, but that raised concerns about creating a serial meeting, which effectively rules out that approach.

NEW BUSINESS

Commissioner Position #2

David Way resigned from his Commission #2 position effective April 30, 2026. There have been no additional Board candidates that have come forward.

Motion: Tory Haschak moved to nominate Ted Rolfes for the now vacant Commissioner #2 position and to proceed with the required 15-day public notice. Second: Kathleen Brueger. Vote: unanimous. Motion carried.

The Notice of Nomination for the 3rd Board Vacancy will be posted tomorrow.

Regular Meeting Date

The date of the regular meeting for the Commissioners was discussed due to conflicts on the 3rd Thursday of the month. The 3rd Tuesday of the month was chosen, and the next meeting is set for Tuesday May 19th at 5:30pm.

Board Committees

The Board discussed membership on the five standing committees.

- Tory Haschak will be on the Finance Committee with Ken Hansen and be added as a signer to all the FPFC accounts at Bank of the Pacific. Remove Andrew Olson.
- Kathleen Brueger and Cindy Marvin will be on the Human Resources Committee.
- Ken Hansen and Ted Rolfes will be on the Facilities Committee.
- Cindy Marvin and Kathleen Brueger will be on the Communications/Elections Committee.
- Ken Hansen and Tory Haschak will be on the Contracts Committee.

These committee assignments will be listed on the updated website.

Timing of Voucher Approval

Because of concerns about the scheduling of Board meetings affecting the District's ability to pay its bills on time, Arik Dahlen spoke with Skagit County to assess whether some bills could be paid prior to the Board meeting and then reviewed and approved by the Board at the next meeting with the remaining vouchers. Arik reported that this process was allowable, but there will need to be an update in the By-laws to create the appropriate safeguards and policies.

Wibit Replacement

Arik Dahlen reported that the Wibit (the large inflatable water toy primarily used for Rec Swim and facility party rentals) was aging and needs to be replaced. The estimate to replace all of the older elements of the Wibit is \$15,100. Staff explained that the Wibit is a major draw bringing in

more participants to the Rec Swims and more rentals. The Board was concerned about the unbudgeted cost, and about the suggestion to use part of the budget reserve fund for this purpose. Instead, Commissioners urged staff to work with Friends of the Pool and others to look for potential grants or donation opportunities first. Wubit replacement could also be included in the 2027 budget, if needed. Jenny indicated that she will look into a cost breakdown of adding one piece at a time.

Meeting adjourned at 6:52 PM.