



1603 22nd Street
Anacortes, WA 98221
360-293-0673 (phone)

Agenda

The Board of Commissioners Meeting

Date and Time: 5:30 p.m. Tuesday, July 21, 2026

Location: Fidalgo Pool and Fitness Center

CALL TO ORDER

- Welcome Guests
- Identify Commissioners and Staff Present

PUBLIC COMMENT

- Update from Friends of Fidalgo Pool meeting
- "Tell the Board About it"

APPROVAL OF THE MINUTES-

- Regular meeting minutes 6-16-2026

CONSENT AGENDA

- Voucher Approval

DIRECTOR/FINANCIAL REPORTS

- Director Reports and Financials

COMMITTEE REPORTS

- Communications
- Facilities
- Finance
- Personnel

OLD BUSINESS

- Bylaws update

NEW BUSINESS

- Commissioner #5 vacancy
- Work session items for decisions?
- Annual shut down maintenance plan

Public comments received by Executive Director prior to 3pm on the day of the meeting will become part of the record for the meeting. FPFC is committed to making public meetings accessible to all community members. For assistance with special needs, or if there are any questions regarding this agenda, please contact Arik Dahlen, Executive Director at 360-293-0673 x107 or adahlen@fidalgopool.com



1603 22nd Street
Anacortes, WA 98221
Phone: 360-293-0673

**DRAFT - Minutes for the Regular Meeting
of the**

Board of Commissioners

Date and Time: 5:30 PM, Tuesday, June 16, 2026

Location: Fidalgo Pool & Fitness Center

CALL TO ORDER @ 5:27 PM

- Identify Commissioners and Staff Present
 - Staff- Arik Dahlen, Jenny Clarige, Kelsey Durfee
 - Commissioners: Kathleen Brueger, Ken Hansen, Tory Haschak, Cindy Marvin, Ted Rolfes
 - Public: Chris Hansen, David Hansen, Nancy Hunting, Jennifer Lewis, Linda Martin

PUBLIC COMMENTS –

Jennifer Lewis gave an update from Friends of the Pool. The wooden fish from the 50 year community appreciation event were hung on the fence. Fundraising for the Wibit replacement continues, mostly though promoting Rec Swim and Grant applications.

4th of July parade participation is set with a 16 foot float. There is still opportunity to participate. Meeting time is scheduled for 1015am at 3rd and O ave.

CONSENT AGENDA

Minutes – Minutes of 5/99/2026 were considered.

Motion: Tory Haschak moved to approve the minutes. Second: Ken Hansen. Vote: unanimous. Motion carried.

Approval of the vouchers

- Vouchers totaling \$120,808
- Major expenses: 2 payrolls of \$45,168, and \$41,918

Motion: Ken Hansen moved to approve the vouchers. Second: Ted Rolfes. Vote: unanimous. Motion carried.

DIRECTOR/FINANCIAL REPORTS

*See attached (Department Director Reports)

Committee Reports

Communication/Elections Committee

Kathleen started 2 initiatives to rejuvenate community outreach and communication. "Tell the board about it" is a revamp of the suggestion box, and an all-system announcement will be made to let everyone know.

"Good News Stories" Staff and Commissioners will be on the look out for feel good stories of happenings involving the facility, staff, or patrons that will engage and encourage community support as well as inform them about all the great things that happen at FPFC.

Facility Committee

The Facility committee did not meet last month. A meeting is planned for June 18th to review Johns report, and determine what preparation will be needed for the commissioner work session on the 29th.

Cindy asked the committee to confirm what cost % of repairs and facility improvements compared to the total value of the facility would trigger additional required improvements to bring building to code.

Budget/Finance Committee

Committee did not meet in June. Tory has been added a signer of all Bank accounts, and now has QB log in access to better understand the financials of FPFC and the Budget process. Arik has been tasked to speak with the county about potential budget overrun and the Budget amendment process if necessary. He will report in July.

Contracts Committee

Did not meet

HR Committee

Did meet in July, and the main discussion topic was Jenny and Carla receiving regular compensation for lessons vs their regular hourly wage. It was determined that since these services are paid for by patrons, they should receive the same compensation as other instructors when servicing those sessions.

There was concern that the facility was not staffed properly to provide state required 10 min rest periods for all staff. Options were discussed to make sure that all staff can take all required breaks and rest periods.

NEW BUSINESS

- Commissioners determined that meeting in the conference room with the new set up is the best option for future regular meetings.
- A commissioner work session is scheduled for Mon, June 29th from 5-7pm, to discuss the state of the facility, and get some historical information from former Commissioner Jeremy McNett, and former Executive Director, Marilyn Stadler. Goal of this work

session is to help new board members get informed to make decisions on the future of FPFC.

EXECUTIVE SESSION

There was a call for an Executive Session at 6:35pm for 10 min to discuss personnel issues.

Meeting resumed at 6:45pm, Personnel issues were discussed and no action was taken.

Meeting adjourned at 6:46 PM.

Reports for the Regular Meeting of the

Board of Commissioners

Date and Time: 5:30 PM, Tuesday, July 21, 2026

Location: Fidalgo Pool & Fitness Center

Executive Director – Arik Dahlen

Facility Usage/Membership

Total facility check-ins for the month of June were 5798.

Total Facility Check ins by Month

Month	Year	Check-ins
Jan	2026	5,789
Feb	2026	5,205
Mar	2026	5,996
Apr	2026	6,029
May	2026	5,358
Jun	2026	5,798

Total membership numbers have shown steady growth since the beginning of the year with a total of 1992 at the end of June.

NEW Members	
January 2026	174
February 2026	105
March 2026	101
April 2026	101
May 2026	71
June 2026	83

Total Members	
January 2026	1,821
February 2026	1,872
March 2026	1,847
April 2026	1,884
May 2026	1,939
June 2026	1,992

Financials

the month of June FPFC total revenues were budgeted at \$82,537.95 and actuals came in at \$95,884.23. This was primarily due to the timing of levy income and will correct itself in the upcoming months, but swim lessons and membership numbers came in ahead of budget as well, which is a very good trend. Expenses for the month were budgeted for \$122,164.10 and came in under budget for a total of \$114,920.60. Total net income for the month of June was -\$20,386. We were budgeted to lose \$44,931.20 for the month. Year to date FPFC is performing \$3,999.91 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 in fact \$50,000 better than budget so far.

Points of interest-

Total membership revenue is still \$4,400.63 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. Biggest revenue areas of budget shortfall are Swim Lessons (-\$14,737.92) Masters (-\$6325.75) and TAC (-\$18,517). Jenny states that this last session of group lessons was not as well attended as previous years. We will be running another session starting next week. Both TAC and Masters have lower membership numbers than anticipated. I do not believe that we will be able to make up any significant portion of underrun for 2026, but efforts are being made to improve both programs and increase participation in the future and budget will be adjusted accordingly. Total payroll wages & benefits expense made a little improvement, but over budget by \$13,446 year to date. Jenny has made some adjustments to the schedule to reduce overlap and continues to monitor activity participation and cut unnecessary staff off shifts to help minimize unnecessary expenses.

Meetings/Tasks

The regularly scheduled FPFC manager meeting was held on 6/30, and 7/14 to meet our goal of bimonthly meetings to maintain good levels of communication throughout the departments. HR Committee met on 6/30 as well. Ken and I had our meeting this month on 7/2. I held a work session with Jenny, Carla, and Kelsey on 7/7 to discuss processes/policies that may need improvement now that we have been using Club Automation for over 6 months. I then scheduled 1 on 1 meetings with all 3 to look at job descriptions/responsibilities with the goal of doing some slight restructuring to improve work environment and utilize their strengths more adequately. I met with John for a 1 on 1 on Monday 7/13 to discuss the formatting of his job description, and the structure of the Maintenance department staffing as we get closer to budget season.

Friends of the Pool met on 7/13, and I could not attend due to the Facilities committee meeting that was being held at the same time. Carla attended that meeting as FPFC representative.

Tell the Board About it

Last month the Communication committee launched a new initiative called "Tell the Board About it" An opportunity to improve the comment box located in the lobby and encourage patrons to speak up with requests, complaints and praises about everything FPFC. The message below was sent out to the entire database, and all responses were directed to the commissioners.

Hello, FPFC community! The Board of the FPFC would love to hear from you and so we are introducing "Tell the Board About It"! Whenever you want to share something good about your experience with the pool or fitness center, something we could improve, something you would like to suggest, someone on staff who made your day, or whatever is on your mind, please email us at commissioners@fidalgopool.com or write it down and put in the box in the lobby. Executive Director Arik will collect the comments and report all of them to the Board at each public monthly meeting. We look forward to hearing from you!

The responses to the initiative were very positive overall. There were some requests for minor repairs in the Group X room, some concerns about the discoloration on the pool bottom, suggestions about ways to improve staff communication to patrons during activities, and some requests for some major capital improvements. There were also a lot of responses giving praise to our wonderful staff, recognizing the effort they give daily. Some specific shoutouts were given to Summer, Lori, Kelsey, Suzanne, and Cynthia. Others just took the opportunity to give praise to FPFC as a whole and tell us how much the facility and programs mean to them. One patron even stated that they are wanting to give a sizeable donation to the capital campaign to build a new facility!

Operations Director – Carla Bigelow

Group Fitness Class Flow Improvements

To improve the atmosphere and flow of land-based group fitness classes, expectations were clarified regarding class end times, designated wait areas for incoming participants, and respectful transitions between outgoing and incoming classes. An email outlining these expectations was distributed to all instructors, as well as Kelsy, Arik, and Jenny, to ensure consistent communication and implementation.

Front Desk Process Enhancement

To help reduce occasional front desk backups when groups of new patrons arrive simultaneously, the Membership Information Form was revised. The updated form aligns with the information required for Club Automation profiles, improving efficiency and streamlining the enrollment process. The form will be distributed to new patrons as needed, allowing required information to be collected in advance so new profiles can be created when patron traffic at the front desk lightens.

PERS Eligibility Tracking

PERS eligibility tracking is now fully up to date. The tracking spreadsheet has been updated, and all monthly reports have been formatted and incorporated to provide management with a clear view of employees who are currently or may become PERS eligible. The tracking sheet will be maintained and updated monthly moving forward.

Maintenance Director – John Little

There are no capital improvement projects scheduled for the annual upcoming August pool closure. The following is a list of currently planned repair projects during the closure. All maintenance and repair projects are within the approved 2026 annual maintenance budget.

- Boiler & boiler room repairs.
- Drain lines clean out
- Filter room and pool water filtration system service and repair.
- Maintenance painting.
- Repair tiles and grout as needed on deck and in locker rooms.
- Annual city water backflow devices service and test.
- Annual fire door test.
- Locker room repairs to partitions, lockers, benches, lights, air dryers, etc.
- Service and repair the HVAC systems.
- Repairs to plumbing systems, electrical systems and doors as needed.
- Inspect and repair the pool plaster, main drain VGB covers and water supply inlets.
- POE system upgrades.

TAC Head Coach - George Minkel

Swim Meets:

- Preparing for 2026 PN 13&Over Long Course Championships the 16th-19th
- 13&Over champs is exciting this summer. We have a relay qualified and two of our 13-14 swimmers have a full slate of events being swum at the maximum entry limit.
 - Four (4) 15&Over qualifiers including two (2) relay swimmers
 - Two (2) 13-14 qualifiers
- Preparing for 2026 PN 12&Under Long Course Championships the 24th-26th
 - We have two swimmers qualified
 - One (1) 10&U boy
 - One (1) 11-12 girl
- Preparing for the 2026 PN NCSSL (North Cascade Summer Swim League) Championships August 1st
 - This meet is the championship swim meet for all non PN championship qualifiers
 - Final swim meet of the 2025-2026 swim season

Practices:

- Attendance has been uncommonly light. Many swimmers are participating in other Spring sports for their school that conflicts with TAC practice. Many others have taken vacations.
- A revision of strategy to how we practice in future summers may be needed to address we've seen this summer

Pacific Northwest Swimming (PNS) News:

- The USA swimming Western Zone Coaches held a meeting to discuss 2027 Spring Speedo Sectionals location.
 - Background: WA state law and USA swimming competition category definitions do not align. This misalignment does not let any PN (Pacific Northwest) swim team host a national level within WA state. PN has had to withdraw its meet bid to host the 2027 Spring Speedo Sectionals in Federal Way. There is hope that from upcoming supreme court rulings PN will be able to host in WA state in 2028.
- The Vote for 2027 Spring Speedo Sectional Locations
 - Mesa, AZ
 - Kona, HI
 - Proposals and pitches were given about facility location, amenities, meet size, safe sport abilities, etc., and then put to a vote amongst PN coaches.
 - Kona, HI was voted as the 2027 Spring Speedo Sectional location
 - Results were about 70/30 in favor of Kona, HI.

Current Projects:

- Working on all things 2026-2027, practice schedule, meet schedule, team policy, training pricing, etc.
- Aiming to have 2026-2027 season registration open late July

Aquatics Director- Jenny Claridge

Lifeguarding:

Our July in-service was Sunday July 12th. The July in-service focused on our facility Emergency Action Plans (EAP). Each of the lifeguards received a printed copy of the EAP document and are required to fill out a knowledge worksheet related to the EAP

document. We broke the team into smaller groups; each team pulled a scenario from a hat and were required to perform the rescue without giving any details and then we all provided feedback. Round two of scenarios performed the scenario without speaking to each other. By not vocally communicating the team experienced firsthand how easily things can fall apart when we don't communicate. This was also a fully clothed in-service, meaning they completed all the skills in their full uniform. We like to do this at least quarterly as a reminder of what it feels like to be in the water wearing clothing. Our next in-service is scheduled for August 23rd, topic is to be determined. During the shutdown we will not require the weekly skill checks.

We have hired 7 new lifeguards. 5 of the 7 are currently in training, the other 2 will begin their training after we reopen after shutdown. This is a great group of staff, check out the bulletin board on the pool deck next to the water fountain, we have taken head shots of our aquatics staff and put their names below the pictures.

Rec Swim:

We are seeing an increase in numbers over the past couple of weeks. Some of our older age groups have come in recently as well. July 23rd we will have a group from the Mount Vernon YMCA day camp bring a group of 30 kids to rec swim. We hope to continue to see rec swims grow in participation.

Swim Lessons:

We continue to see slightly lower numbers of registrations and combining classes has been necessary. The kids that are in lessons are seeing significant growth in their swimming abilities. Our next intensive session is July 20-30 with registration Friday July 17th.

With school starting shortly after we reopen from shutdown, we have decided to take a break from lessons in the month of August. This will give us an opportunity to regroup and do some training with our swim instructors. The fall session of lessons will start September 21st.

George and I met today to discuss the TAC fall schedule and pool space for swim lessons and lap swimming. We are confident there will be space in the evenings Monday-Thursday to have lap swim and swim lessons. It is also looking like we can keep Friday night rec swim throughout the fall. More to come regarding fall scheduling in next month's report.

Kids R Best Fest

Kelsy and I spent Saturday July 11th at Storvik Park at the annual Kids R Best Fest. We had 4 boxes of lifejackets leftover from last year that we handed out to families. There was a lot of foot traffic at the FPFC booth. Many families who took a break from coming to our facility showed interest in coming back. It was a great day with tons of kids coming to visit us. We even had a visit from a random swarm of bees! Thankfully nobody was stung.

Our next event is the Ready to Learn Fair on Saturday August 15th.

I would like to take a moment to praise my senior and head lifeguards. With 7 new employees coming on needing to be trained they have all stepped up. They have taken the time to explain our policies and procedures and welcomed our new staff with professionalism, support and care. It can be challenging to train new staff, and they have all risen to the challenge. When you see them on the pool deck give them a high five and well done, they've earned it.

(7/13/26 version with both Ken's and Cindy's corrections)
**FIDALGO POOL & FITNESS CENTER DISTRICT
BOARD OF COMMISSIONERS
BYLAWS**

1) FIDALGO POOL & FITNESS CENTER DISTRICT (District), BOARD OF COMMISSIONERS (Board)

A. *Origin*

The District is a municipal corporation legally formed as the Fidalgo Park and Recreation District by Resolution No. 5748, adopted by the Board of County Commissioners, Skagit County, Washington, on May 30, 1972, in conformance with Chapter 36.69, Revised Codes of Washington (RCW). Resolution No. 15746, adopted by the County Commissioners on May 8, 1995, allows the use of either the preferred Fidalgo Pool & Fitness Center District or Fidalgo Park & Recreation District. As a municipal corporation the District may receive charitable contributions and gifts for exclusively public purposes per Section 170(C) of the Internal Revenue Code.

B. *District Boundaries*

All of Fidalgo Island, Skagit County, Washington, including tidelands, except those portions of said Fidalgo Island lying Southeasterly of the following described line, to-wit: Beginning at the meander corner between Sections 2 and 3, Township 34 North, Range 2 East W.M.; thence South ½ mile more or less, along the Section Line to the Northeast corner of Section 10, said Township and Range; thence West, along the North line of Section 10, one mile, more or less, to the Northwest corner of Lot 4, in said Section 10; thence Southerly and Southwesterly, through Similk Bay to a point on the Skagit-Island County line, said point being directly opposite the Southwest corner of Skagit-Island; and excepting any lands that lie within School District No. 311, as defined on April 5th, 1972.

C. *Board Members*

Individual commissioners are elected to the Board for a term of four years. Seats 1, 2 and 4 are elected in years that when increased by one are divisible by four; seats 3 and 5 are elected in years that when reduced by one are divisible by four.

D. *Purpose*

1. The Board is responsible for providing the facilities and staff necessary in a nonprofit nature to implement safe, healthy and economical recreation activities, as approved by the District's voters and supported by a levy on private property in the District.
2. The Board has a fiduciary relationship with the public, and as stewards of the District are responsible for hiring, training and compensating the staff; building and maintaining the plant facilities; and procuring and maintaining the capital equipment.

3. ~~e.~~ Per RCW 36.69.065, the Board shall establish a tax levy rate to cover operational costs, defined by the District as fixed and facility costs.

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4. Per RCW 36.69.130, the Board is authorized to establish charges, fees, or rates for use of the facilities and to cover program costs, defined by the District as variable costs.

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5. ~~Per RCW 36.69.120: The park and recreation district b~~ Board of commissioners shall:

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a. ~~(1)~~ Elect its officers including a chair, vice chair, secretary, and such other officers as it may determine it requires;

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b. ~~(2)~~ Hold regular public meetings at least monthly;

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c. ~~(3)~~ Adopt policies governing transaction of board business, keeping of records, resolutions, transactions, findings and determinations, which shall be of public record;

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d. ~~(4)~~ Initiate, direct and administer district park and recreation activities, and select and employ such properly qualified employees as it may deem necessary.

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E. Authority of Bylaws

- Any conflict between these bylaws and the RCW shall be resolved in favor of the RCW.
- Any conflict between these bylaws and the policies, procedures, instructions or rules adopted by the Board or District managers shall be resolved in favor of the bylaws.

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2) BOARD OFFICERS, DUTIES, ELECTIONS

A. Officers and Duties

- The **Chairperson** presides at all Board meetings, sets and distributes the agenda for Board meetings and is responsible for responding to media inquiries and Commissioner emails. The Chairperson also serves as the District's Ombudsman and, as such, is empowered to investigate operational complaints and to advocate, where appropriate. The chairperson shall retain the right to make and second motions, participate in all discussions, and vote on all matters coming before the Board.
- The **Vice Chairperson** assumes the chairperson's duties in the absence of the chairperson.
- The **Secretary** is the designated commissioner to receive any public comment or protests prior to or following a public hearing.

Commented [KH1]: Should we include coordination or delegation with the Communications Committee?

- The **Chairperson** presides at all Board meetings, sets the agenda in consultation with the other Commissioners, ensures that the agenda and supporting materials are distributed to all Commissioners and posted on the website for public access. The Chairperson may choose to retain responsibility for responding to media inquiries and emails sent to Commissioners, or may delegate those tasks to another Commissioner.

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The Chairperson also serves as the District's Ombudsman and, as such, is empowered to investigate operational complaints and to advocate, where appropriate. The Chairperson shall retain the right to make and second motions, participate in all discussions, and vote on all matters coming before the Commission.

2. The Vice Chairperson assumes the Chairperson's duties in the absence of the Chairperson and may perform other duties as requested by the Chairperson or other Board members

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A. Officers and Duties

- a. The Chairperson presides at all Board meetings, sets the agenda in consultation with the other Commissioners, and ensures that the agenda and supporting materials are distributed to all Commissioners and posted on the website for public access. distributes the agenda for Board meetings and The Chairperson may choose to retain responsibility is responsible for responding to media inquiries and emails sent to Commissioners emails, or may delegate those tasks to another Commissioner. The Chairperson also serves as the District's Ombudsman and, as such, is empowered to investigate operational complaints and to advocate, where appropriate. The Chairperson shall retain the right to make and second motions, participate in all discussions, and vote on all matters coming before the Commission.
- b. The Vice Chairperson assumes the Chairperson's duties in the absence of the Chairperson and may perform other duties as requested by the Chairperson or other Board members.

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B. Elections

Elections of officers shall be held at the January ~~December~~ public meeting. Any Board member may nominate another for any office. There is no limit to the number of times that a Board member may serve in an office. If contested, voting will be by a written ballot, with a simple majority required for election.

C. Compensation

Per RCW 36.69.110, the commissioners shall not receive compensation for services rendered on the Board, but shall receive necessary expenses incurred and within the budget for district business.

D. Conflict of Interest

To avoid conflict of interest, Board members shall recuse themselves from any vote on the determination of any case in which he/she or members of his/her immediate family have a financial interest. Providing goods and services is permissible under RCW 42.23.030.

However, a Board member shall disclose any potential for an actual conflict of interest, or a possible perception of a conflict of interest, before the Board votes on contracts, goods and services.

C. Compensation

The Board members shall not receive any salary or other compensation for services rendered on the Board, but necessary expenses actually incurred and within the adopted budget as set by the annual budget ordinance shall be paid.

D. Conflict of Interest

To avoid conflict of interest, no Board member shall vote on the determination of any case in which he/she or members of his/her immediate family have a financial interest. Providing goods and services is permissible under RCW 42.23.030. However, a Board member shall disclose any potential for an actual conflict of interest, or a possible perception of a conflict of interest, before the Board votes on contracts, goods and services.

3) EXECUTIVE DIRECTOR'S ROLE

A. Role

The Executive Director serves as the chief executive officer of District under the direction of the Board of Commissioners, and in accordance with the rules, regulations and policies of the District and the laws of the State of Washington. The Executive Director:

- a-1. Executes all executive and administrative powers and duties in connection with the conduct of District operations and serves as technical advisor, consultant, and staff to the Board of Commissioners.
- b-2. Is responsible for ensuring that notes are taken takes notes for all board meetings, the writes the meeting minutes are drafted, and distributeds to all Board members for review and approval at the next Board meeting, and posted on the website.
- e-3. Produces monthly financial reports for the Board's review and discussion, including a variance analysis, comparing actual monthly and year-to-date results to budget.
- d-4. Handles disciplinary matters and reviews appropriate personnel issues with the Human Resources Committee and, if necessary, the Board in executive session, unless such issues require a more immediate Board response to address potential legal action and/or public inquiries.
- e-5. Serves as an ex officio member to all standing committees, unless the Board members expressly reserve committee membership to Board members only. The ED may appoint a district employee to act in his/hertheir stead, with the concurrence of the Board members on the committee.

B. Compensation

The Board of Commissioners finds it necessary and fiscally prudent to clarify how the Executive Director's compensation can be changed and what authorization is required before staff can submit a revision to that compensation in the District's system for processing paychecks.

1. Any changes to the Executive Director's pay, exclusive of any Cost of Living Adjustment universally provided to all staff, must be explicitly approved and

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authorized in writing by the Board of Commissioners, as documented in an approved Resolution or meeting minutes.

2. Any District staff or contractors who process paychecks must be provided with such written authorization before submitting a change to the Executive Director's pay.

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4) COMMITTEES

A. *Standing Committees, Members and Duties*

- a.1. **Finance** has two Board members. The committee shall oversee the financial reporting, external audits, and banking relationships and report to the full board. The committee shall annually participate with the Executive Director in drafting the upcoming annual budget, incorporating personnel compensation, user fees, rental rates, projected vendor expenses, and other pertinent data. The Committee shall then recommend budget approval to a vote of the full Board. Such process shall include staff input, as appropriate. At least one Board member on the The committee shall also review the monthly voucher run and submit for approval to the full Board.

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- b.2. **Capital Facilities** has two Board members. The committee shall interview staff regarding safety and maintenance concerns or requirements and make recommendations to the Board regarding major projects. The committee shall work with the Executive Director and Maintenance Manager to develop and update a capital needs plan annually to be submitted to the full board for approval, as well as any potential new development as required. Committee shall insure a Capital Needs Forecast is updated during every year that is divisible by five and when funding for significant facility needs is required.

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- c.3. **Personnel Human Resources** has one to two Board members. The committee shall function as a sounding board for the Executive Director and managers to identify, discuss and resolve personnel-related issues. The committee will brief the full Board on significant personnel policy issues and seek concurrence, direction, or approval as appropriate. The committee shall periodically/annually review and recommend updates of the Employee Policy Manual for Board approval. The committee shall also submit any recommended compensation package changes to the full Board Finance Committee. The committee shall provide recommendations for the annual review of the Executive Director, lead the search for a new hire when necessary, and assess workplace environment and staff well-being. The committee shall also submit any recommended compensation package changes for the Executive Director and the managers to the full Board Finance Committee, for use in the annual budget process.

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- d.4. **Communications/Elections** has two Board members—the Board chair and one other appointed member. The committee shall quarterly review and recommend approval of the District's information dissemination plan, which shall focus on continually enhancing the transparency of Board activities, improving written

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communications with FPFC patrons and the public, and publicizing FPFC programs and services, using varied media—including the FPFC website, social media, flyers, advertisements, meeting minutes, marquee, and signs—to build public support for the organization. reach as many patrons as possible. The committee shall communicate with outside organizations for the benefit of the District and report back to the full Board. The committee shall ensure all information provided to voters is complete and accurate.

- e. 5. Contracts has two Board members. The committee shall oversee the bidding process for public contracts, in accordance with WA State contracting requirements and review the District's requirements prior to procuring contracted services. The cCommittee shall review and recommend authorization for all professional and vendor services agreements to either the full Board or the Executive Director, depending on dollar amount.

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- f. 6. Elections has one board member. The committee shall validate information for public dissemination, providing full and accurate information to voters re: levy and bond related measures.

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Note: The Executive Director is an additional member to all standing committees, excepting any discussions involving ED compensation. ex officio member to all standing committees, unless the Board members expressly reserve committee membership or meeting participation to Board members only.

B. *Ad-hoc Committees*

- a. 1. Ad-hoc committees may be established at the discretion of the Chairperson for the purpose of advancing the District's interests. The charge to such committees shall be made in writing and be filed with the board minutes unless such committee work is confidential, as defined by RCW 42.30.110 of the Public Hearings Act.

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5) MEETINGS

A. *Quorum*

A Quorum shall be declared when at least three of the five members are present. No official business may be conducted in the absence of a quorum; the meeting shall be rescheduled for the earliest possible date.

B. *Public Meetings*

All meetings, except for Executive Sessions, shall be open to the public and governed by appropriate Open Meetings Act protocols.

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1. **Business/Regular Meetings** shall be held on a monthly basis at the time and place established by the Board. Schedule and times shall be made available on the District website and posted in the lobby. Each meeting content shall be structured via a published agenda incorporating (1) approval of prior minutes by those members who attended the meeting in question; (2) approval of vouchers; (3) public comments/correspondence, which shall constitute the only opportunity

for community members to provide comment to the Board, unless formally asked to do so on a specific agenda item; (4) director/manager/committee reports; (5) financial review; (6) old business; and (7) new business.

2. **Special Meetings** may be called at any time by the Chairperson or by a majority of the Board members by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the Board. The meeting and its agenda shall be posted on the website. Written notice shall be deemed waived in circumstances stated in RCW 42.30.080.

3. **Work or Study Sessions** shall be held periodically to study any aspect of District business. Individuals may be invited to attend study sessions in order to give testimony or respond to questions from Board members. No official business shall be transacted at study sessions.

4. **Executive Sessions** shall be held periodically for the purpose of transacting confidential business, excluding public presence, in accordance with RCW 42.30.110 of the Public Hearings Act. Such business pertains specifically to certain personnel matters, real estate transactions, publicly bid contracts, legal claims and lawsuits. Executive Sessions meetings will be called scheduled by the Board Chairperson or a majority of Board members, as required.

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6) VOTING

- A. The Board may take action on any matter by a simple majority vote except as noted.
1. A unanimous vote of all Board members is required to dispose of real or personal property per RCW 42.12.
- B. A vote may not be made by proxy.

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7) VACANCIES

When a vacancy occurs on the Board, for any reason, the vacancy shall be filled per RCW 36.69.100.

8) AMENDMENTS

These bylaws are not subject to suspension. Amendments must be proposed in writing and submitted for review of individual Board members at least one week prior to being acted on at a business meeting. A super-majority (4 of 5) vote of Board members is required to approve the proposed amendments.

~~Draft March 2019~~ July 13, 2026

Fidalgo Pool and Fitness Center District

Balance Sheet

As of Jun 30, 2026

	TOTAL
Assets	
Current Assets	
Bank Accounts	
B of P Accounts Payable 2745	238,678.45
B of P Regular 0442	83,321.48
Cash in Treasury Pool	\$0.00
Accrued Interest Receivable	0.00
Investment	2,805.83
Levy Special Projects	0.00
Reserve Fund	0.00
Total for Cash in Treasury Pool	\$2,805.83
County Banking Acct M&O	381,785.23
Payroll Account B of P 0731	115,495.43
Revolving B of P	0.00
Total for Bank Accounts	\$822,086.42
Accounts Receivable	
Accounts Receivable	0.00
Total for Accounts Receivable	\$0.00
Other Current Assets	
County Fiscal Agent	0.00
Insurance Premium	0.00
Negotiable Securities	-6,636.25
Petty Cash	150.00
Taxes Receivable, Current	0.00
Undeposited Funds	0.00
Total for Other Current Assets	-\$6,486.25
Total for Current Assets	\$815,600.17
Fixed Assets	
2210 J Ave House	371,700.00
2222 J Ave House	299,897.68
Asset Equipment	127,335.13
Fitness Center Building	425,105.58
Total for Fixed Assets	\$1,224,038.39
Total for Assets	\$2,039,638.56

Fidalgo Pool and Fitness Center District

Balance Sheet

As of Jun 30, 2026

	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total for Accounts Payable	\$0.00
Credit Cards	
BoP CC Visa Rob 6167 Cancelled	0.00
BoP CC Visa Arik 9384	0.00
BoP CC Visa Carla 5640	0.00
BoP CC Visa George 7133	0.00
BoP CC Visa Jennifer 2538	-196.42
BoP CC Visa John 5913	196.42
Total for Credit Cards	\$0.00
Other Current Liabilities	
Deferred Revenue	0.00
Tenant Security Deposits Held	1,700.00
Wage & Benefit Liability	\$0.00
457 Plan Employee	0.00
Child Support	0.00
Employee Portion of Payroll Tax	0.00
Pers Payable Retirement	0.00
Total for Wage & Benefit Liability	\$0.00
Total for Other Current Liabilities	\$1,700.00
Total for Current Liabilities	\$1,700.00
Long-term Liabilities	
Longterm Debt	
Bond FitnessCenter & 2222 J Ave House	110,808.27
Bond-2210 J Ave House	184,041.16
Total for Longterm Debt	\$294,849.43
PPP Loan	0.00
Total for Long-term Liabilities	\$294,849.43
Total for Liabilities	\$296,549.43
Equity	
Benefit Donations Unused	\$9,837.50
Low Income/Preschool Swim L	-2,023.05
Total for Benefit Donations Unused	\$7,814.45
Opening Bal Equity	490,022.42
Unreserved Fund Balance	533,542.56
Retained Earnings	632,315.13
Net Income	79,394.57
Total for Equity	\$1,743,089.13
Total for Liabilities and Equity	\$2,039,638.56

Fidalgo Pool and Fitness Center District

Budget vs. Actuals: Budget

Jun-26

	Jun 2026			Year to Date		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
Additional Income	9192.54	5428.79	3763.75	518386.99	477926.24	40460.75
Aquatics	62227.77	42545.29	19682.48	268937.28	217775.27	51162.01
Competitive Aquatics	9233.87	14296.26	-5062.39	64679.85	95376.2	-30696.35
Fitness Center	15230.05	20267.61	-5037.56	91103.36	124256.05	-33152.69
Total Income	95884.23	82537.95	13346.28	943107.48	915333.76	27773.72
Gross Profit	95884.23	82537.95	13346.28	943107.48	915333.76	27773.72
Expenses						
Administrative Costs	5210.32	6870.08	-1659.76	128302.73	100840.14	27462.59
Maintenance	910.06	5833.33	-4923.27	23581.9	14999.98	8581.92
Operating Costs	15103.02	15619.59	-516.57	98370.14	93717.54	4652.6
Supplies	6114.88	3825.42	2289.46	21189.2	22952.52	-1763.32
Taxes	2080.46	3252.6	-1172.14	14503.02	19515.6	-5012.58
Unapplied Cash Bill Payment Expense	0	0	0	0	0	0
Wages & Benefits	85501.81	86763.03	-1261.22	569528.9	556082.78	13446.12
Total Expenses	114920.55	122164.05	-7243.5	855475.89	808108.56	47367.33
Net Operating Income	-19036.32	-39626.1	20589.78	87631.59	107225.2	-19593.61
Other Expenses						
Bond Interest Expense-Loans	1349.64	1266.33	83.31	8237.02	7597.98	639.04
Bond Principal Payment- Loans		4038.76	-4038.76	0	24232.56	-24232.56
Total Other Expenses	1349.64	5305.09	-3955.45	8237.02	31830.54	-23593.52
Net Other Income	-1349.64	-5305.09	3955.45	-8237.02	-31830.54	23593.52
Net Income	-20385.96	-44931.19	24545.23	79394.57	75394.66	3999.91