



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

Agenda

The Board of Commissioners Meeting

Date and Time: 5:30 p.m. Tuesday, Aug 18, 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 7-21-2026

CONSENT AGENDA

- Voucher Approval

DIRECTOR/FINANCIAL REPORTS

- Director Reports and Financials

COMMITTEE REPORTS

- Communications
- Facilities
- Finance
- HR

OLD BUSINESS

- Bylaws final review/approval
- Commissioner #5 vacancy

NEW BUSINESS

- Work session
- Annual shut down maintenance update
- 2027 Budget Timeline/plan
- County Investment Opportunities

EXECUTIVE SESSION

- Review of district employee performance

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, July 21, 2026

Location: Fidalgo Pool & Fitness Center

CALL TO ORDER @ 5:30 PM

- Identify Commissioners and Staff Present
 - Staff- Arik Dahlen, Carla Bigelow, John Little
 - Commissioners: Ken Hansen, Tory Haschak, Cindy Marvin, Ted Rolfes
 - Public: Ken Hunting, Nancy Hunting, Jennifer Lewis, Linda Martin

PUBLIC COMMENTS –

Linda Martin referenced that the total assessed value of FPFC was over 7 million compared to the reported 3 million at the previous meeting. She handed out information sheets that included all FPFC property and the assessed values. Commissioners thanked her for the information and stated that the \$3 million value stated referred to the building only.

Jennifer Lewis gave an update from Friends of the Pool. There have been over \$2500 in donations raised so far for the Wubit replacement, and that Nancy Hunting is a new Board Member for Friends.

Cindy Marvin read an email that was sent in by Sue Hill (See Summary Below)

She reviewed the 2017 facilities report and David Hansen's November 2024 White Paper and made the following recommendations.

- Avoiding the expense of a completely new building assessment; instead, ask the original assessment team to provide an updated professional review based on completed projects and current conditions.
- Making the White Paper's extensive facility-use and condition data publicly available, noting that the information is important for informed community decision-making.
- Improving transparency and communication between facility management, the board, and the public through regular outreach and multiple communication channels.
- Building public understanding, trust, and support as the community considers the future of the aging, over-50-year-old pool and fitness center.

CONSENT AGENDA

Minutes – Minutes of 6/16/2026 were considered.

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

Approval of the vouchers

- Vouchers totaling \$120,804.76
Major expenses: 2 payrolls of \$40,770.65, and \$43,430.74

Motion: Tory Haschak 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

Did not meet. Board Vacancy Notice was posted.

Facility Committee

Committee met prior to the June 29th work session. Focus of meeting was to look at budget and maintenance/custodial staff. Plan to address those issues by hiring a new employee. John explained the current structure of Maintenance Aid & Custodian. Some time was spent looking at how the M&O funds are allocated in the 2026 budget.

Budget/Finance Committee

Have a meeting set for Thursday July 24th

Contracts Committee

Committee did not meet

HR Committee

Committee met end of June and discussed the “Tell the Board About It” and some of the internal issues that have been resolved.

TAC Masters was discussed regarding the potential future need for a Head Coach.

BYLAWS

Commissioners went over proposed changes to the FPFC Board Bylaws. (Final Copy of Bylaws will be available once approved)

Arik was asked to verify if Board members needed to be present at the meeting being voted on to be able to vote to approve those minutes.

NEW BUSINESS

Commissioner #5 Vacancy

- Notice will be up for 1 month then will follow appointment process and look to interview Candidates in Aug meeting and vote for nomination/appointment in September.

Work Session Items

- Finance Committee will meet then suggest a potential commissioner work session to discuss potential financing options for remodel or new construction.

Annual Shutdown

- John went through his planned tasks for the annual shutdown from 8/3/26 – 8/16/26 (see attached in directors reports)

Meeting adjourned at 7:07 PM.

Directors Reports for the Regular Meeting of the Board of Commissioners

Date and Time: 5:30 PM, Tuesday, Aug 18, 2026

Location: Fidalgo Pool & Fitness Center

Executive Director – Arik Dahlen

Facility Usage/Membership

Total facility check-ins for the month of July were 6093.

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
Jul	2026	6,093

Total membership numbers have shown steady growth since the beginning of the year with a total of 2085 at the end of July.

Month	Memberships
January 2026	174
February 2026	105
March 2026	101
April 2026	101
May 2026	71
June 2026	83
July 2026	123

Month	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
July 2026	2,085

Financial Overview-

For the month of July FPFC total revenues were budgeted at \$71,980.03 and actuals came in at \$82,395.34. This was primarily due to Memberships and Daily fees revenue finishing over \$8k better than budget. Expenses for the month were budgeted for \$149,607.06 and came in over budget for a total of \$174,804.78. Major contributor for this monthly overage was the fact that July was a 3 payroll month and it was not budgeted correctly. The monthly Total net income for the month of June was -\$92409.44,386. We were budgeted to lose \$82,932.12 for the month.

Year to date FPFC is performing \$6,566 worse than budgeted, but 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 \$35,000 better than budget so far.

Financial Points of interest-

Total membership revenue is still performing well and is now \$8,573 above budget projections for the year to date. In total for the year all membership, daily use, and fitness benefit revenue was budgeted for \$202,792, Actuals are \$226,853. Areas of budget shortfall are Swim Lessons (-\$12,466) Masters (-\$8106) and TAC (-\$22176). We do not believe that we will be able to make up any of the Shortfall for swim lessons this year. Jenny and I will get together to look at 2027 swim lessons and budget. Both TAC and Masters have lower membership numbers than anticipated. I previously reported that I did not believe that we will be able to make up any significant portion of underrun for 2026, but after speaking with George and looking at how the dues are budgeted, I believe we will come in close to hitting our budgeted revenue goal for TAC in 2026.

Meetings/Tasks

The regularly scheduled FPFC manager meeting was held on 7/29. On July 23rd I met with George for our scheduled 1 on 1 to go over his job description to adjust to the new formatting and discussed TAC budget and 2027 plans. The finance Committee met that afternoon at 4pm. We then had an initial zoom meeting with ARC, to get some historical recap on previous efforts and look at next steps forward for the work session recommendations. That meeting led to a zoom call with South Whidbey Parks and Rec ED and the project manager discussing their process for a new pool and campaigning in their community. Ken and I had our meeting this month on 8/10.

I attended the Friends of the Pool meeting on 8/10. Kelsey and I met on 8/13 to go over materials for the front desk training session that is scheduled for 8/14. The finance committee has another zoom meeting scheduled for 8/20 with ARC representatives and Jim Nelson to discuss possible funding options for FPFC to construction expenses.

Tell the Board About it

There were a few suggestions submitted this month by patrons. One asked for a survey to see if there is a preference on needing to schedule lap for a specific time swim prior to arrival or go back to the pre pandemic drop in system.

-We plan to discuss this at our next manager's meeting.

Another patron had a few suggestions

Instructor recruitment and retention – Particularly in aquatic fitness. Currently have 3 instructors offering only 6 classes and almost no substitute instructor capacity. May be true for other group activities. The past and current aquatic fitness instructors are fantastic - some of the best I've encountered in the county and even in other states and countries!

Instructor and Staff cohesiveness/communication – Instructors seem to be independent contractors with little knowledge of anything except the class they are teaching. Members often attend multiple activities and see the instructors as part of the staff. It seems reasonable that all instructors and staff would have some knowledge of the entire facility as well as information about other classes of the same type (e.g. all yoga classes, all aquatic classes, etc.) The most informed and engaged staff person from my perspective is Kelsey - she's fantastic.

Name tags and shirts – Fantastic change implemented by this executive director. Would love to see aquatic instructors and staff have names on shirts or other gear. Members need to know who they are talking to.

Instructor bios – Not all instructors are the best fit for all members. It would be very helpful to have instructor bios available on the website/app.

Real Time communication of changes – If there is a new class, a change in instructor, a change in schedule, these things need to be communicated in real time and using multiple channels – not just a note on the desk about a new class.

Member communication – I believe that if the leadership team of FPFC wants to have the members engaged, highly satisfied, loyal, and acting as positive ambassadors for our facility, a monthly member newsletter (emailed, print copies available at facility, and also on

the website/app) could go a long way to toward those goals.

Facility Issues – It's certainly no secret that the facility is aging and needs replacement. While members would love consistent hot showers, restroom doors that actually closed and locked, a pool without peeling paint, more space for private and ADA compliant changing and showering, a common area where members could gather and connect, and oh so many other upgrades – this is not the most important thing on our minds. We know most of this is dependent on fundraising and governance issues. It is my belief that with stronger member engagement, you would have an army of supporters that could be mobilized to enhance fundraising for a new facility.

Leadership visibility and engagement – I can only speak from my own experience, but neither of the executive directors who have been in place during the past 4 years has been very visible to members or engaged with members.

-We greatly appreciate All of these suggestions and will be taken into consideration and there are already steps being taken to improve communication and visibility.

There were also a few requests for minor repairs that are being addressed during the current shutdown.

Operations Director – Carla Bigelow

No Report Given

Maintenance Director – John Little

There were no capital improvement projects scheduled for the annual August pool closure. The following repair projects are in progress during the closure.

- Boiler & boiler room repairs. In progress.
- Drain lines clean out. In progress.
- Filter room and pool water filtration system service and repair. In progress.
- Maintenance painting. In progress.
- Repair tiles and grout as needed on deck and in locker rooms. In progress.
- Annual city water backflow devices service and test. Completed.
- Annual fire door test. Scheduled for Friday, August 12.
- Locker-room repairs to partitions, lockers, benches, lights, air dryers, etc. In progress.
- Service and repair the HVAC systems. In progress.
- Repairs to plumbing systems, electrical systems and doors as needed. In progress.
- Inspect and repair the pool plaster, main drain VGB covers, water supply inlets and in wall ladders. In progress.
- POE system upgrades. In progress.
- Clean carpets in Aquatics office, stairwell, and GroupEx weight storage area. Completed.

TAC Head Coach - George Minkel

2025-2026 Season Complete – Year Highlights

- 104 team registrations (September – June)
- 2,638 TAC races

- 10 Individual Pacific Northwest Championship qualifiers
- 4 Team Records in the 13-14 boy's LCM. Records were 43 years old
- 3 Pacific Northwest Championship finalist
- 2 High School seniors continuing swimming at the college level (University of Puget Sound and George Fox University)

2026-2027 Season

TAC groups will have competitive pricing training groups comparable to other USA swimming clubs in the north Puget Sound area. With support from the TAC boosters board, the below table shows TAC prices compared with those clubs. Price changes has been communicated to current team members.

Program Comparison: Weekly Hours & Monthly Price

Program	Metric	TAC	BBST	SRST	Storm
Senior Group	Hours Per Wk	15.5	13.25	17	12
	Price	★ \$239	\$271	\$297	\$295
Senior Prep Group	Hours Per Wk	13	10	12	9
	Price	★ \$219	\$235	\$295	\$246
Junior + Dryland	Hours Per Wk	10	7.25	10	8
	Price	★ \$208	\$195	\$235	\$255
Junior Group	Hours Per Wk	7	7.25	8	5
	Price	★ \$178	\$195	\$255	\$192
Gold Group	Hours Per Wk	8.5	7.25	8	5
	Price	★ \$198	\$204	\$255	\$246
Silver Group	Hours Per Wk	5	5	3	5
	Price	\$178	★ \$168	\$235	\$192

★ Best value — lowest cost per hour within each program

2026-2027 Season

Estimated Monthly Revenue – Based off the below group size

Training Group	2025-2026 Price	2026-2027 Price	Projected AVG Roster Size 2026-2027	\$ Per Month/ 2026-2027
Silver	\$118.00	\$178.00	18	\$3,204
Gold	\$148.00	\$198.00	14	\$2,772
Junior	\$159.00	\$178.00	6	\$1,068
Junior + Dryland	-	\$208.00	4	\$832
Senior Prep	-	\$219.00	10	\$2,190
Senior	\$169.00	\$239.00	10	\$2,390
Totals			(62)	\$12,456

- Continuing our season with Coach Naomi and Coach Adelynn
- TAC is hosting up to 7 swim meets next season
- TAC Sport Engine website is updated with practice schedules and swim meet schedules as well as tryout advertising

2026-2027 Season Registration

- Returning team members will get first chance to register before registration is opened to new members. This step will let us know how many open roster spots we have with practice lane space.
- Coach would like team members to first register via the TAC sport engine website, USA swimming memberships acquisition or renewal, and then FPFC group registration
- Registrations for returning members August 14 – August 28
- Registrations for new and returning swimmers August 20 – September 4
- First Day of Practice September 8th
- Planned team parent/guardian meeting for September 17th

2026-2027 Tryouts

- **Pre-Season:** Separate tryout days lasting an hour.
 - Upcoming Tryout-Schedule (posted on the TAC website)
 - August 26 at 10:00am
 - August 27 at 6:00pm
 - September 2 at 10:00am
 - September 4 at 6:00pm
- **In-season:** Tryouts are scheduled during practice hours

What do we look for in a tryout? Most tryouts have been ages 8-11

Generally speaking we look for

- Water Safety
 - Are they comfortable swimming with their face in the water?
 - Can they blow bubbles while they swim?
 - Are they maintaining a horizontal body position the entire tryout?
 - Do they need to stop to grab the lane line or wall for support?
- Stroke Knowledge
 - Stroke mechanics such as proper stroke cycle timing (breath timing, hands and feet coordination, body rotations, are they kicking? Are they only using their arms?
 - All four strokes and its' kicks are tested separately
 - Streamline kicking and kick board kicking
 - Is that knowledge compatible with where the training group is currently at with their skills?
 - Diving
 - Are they holding streamlines from entry, water, all the way to the surface and kick in that streamline for an additional 10m
 - Feet first jumps?
 - Do they know what a streamline is?
 - Flip Turn knowledge
 - Do they know what it is and how to do it?
- Swimming Endurance:
 - 12&Unders
 - 100 Free and Back
 - 50 breast
 - 25m fly (10&Unders) 50m fly 11-12s
 - 13&Overs
 - 200 Free and back
 - 100 breast and fly
- Coaching Feedback
 - Is the swimmer perceptive to the feedback? And are they able to follow through with a change?

- Swimmers not recommend for TAC are encouraged to head to swim lessons/ stroke development to work on skills

Aquatics Director- Jenny Claridge

Lifeguards:

The month of July in-service focused on our Emergency Action Plan (EAP) based on location in the facility. We practiced both water and land EAP's. We added a little relay competition to get their energy up! The guards continue to complete their weekly skill checks on time and communicate with me if there is an issue.

July 31 was National Lifeguard Appreciation Day. With the help of Friend's, we were able to give each of the guards a little gift pack with an inspirational quote, stickers, ChapStick and a cooling cloth. We also brought in muffins from the Store Grocery. I think it is important to recognize their hard work; we continue to have a good record of retention!

I hired 6 of the 7 lifeguards who participated in the June class. The 7th will go through the hiring process after shutdown. The new staff have been great additions to our team and I'm excited to get to know each of them better.

We plan to run a lifeguard course August 28-30th. With school starting, fall sports, and college students returning or leaving for school we will need to hire a few more lifeguards to fill in some gaps.

Swim Instructors/Lessons:

We are taking a short break from lessons until after school starts. With high school swimming and school starting we need a little time to regroup. George and I worked together to make lessons available Monday-Thursday in the fall. I'm working on the schedule and will put out the information after we re-open from shutdown.

I have been holding off scheduling a Water Safety Instructor Course because I'm hearing rumblings that an update to the current curriculum is coming by the end of this year. The Red Cross is overdue for an update to the swimming lesson program; the current curriculum has been in place since 2016 so it's time for a change.

We are starting the discussion of third-grade swimming lessons with the district; we should have more information in the next couple of weeks. I also received an email from Kristen Koehler the director of student support, she is interested in our adaptive swim program.

Events:

Kids R Best Fest was Saturday July 11th. Kelsy and I were at the event from 8am-3pm. We handed out 30 lifejackets left from last year's grant. We gave out lots of flyers, bubbles, rubber ducks, water safety information, and pocket first aid kits. It was a very successful event. Next year I would like to research some other grant options for life jackets to give out, it's a huge hit in the community especially since kids grow and need new sizes.

Our next event is The Ready to Learn Fair on August 15th. This event is put on by the school district and a great opportunity to talk up the pool, and our scholarship program for swim lessons.

Fidalgo Pool and Fitness Center District

Balance Sheet
As of Jul 31, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
B of P Accounts Payable 2745	108,326.68
B of P Regular 0442	64,140.52
Cash in Treasury Pool	\$0.00
Accrued Interest Receivable	0.00
Investment	2,815.43
Levy Special Projects	0.00
Reserve Fund	0.00
Total for Cash in Treasury Pool	\$2,815.43
County Banking Acct M&O	475,433.67
Payroll Account B of P 0731	74,806.63
Revolving B of P	0.00
Total for Bank Accounts	\$725,522.93
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	\$719,036.68
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	\$1,943,075.07

Fidalgo Pool and Fitness Center District

Balance Sheet
As of Jul 31, 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	1,047.43
BoP CC Visa John 5913	0.00
Total for Credit Cards	\$1,047.43
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	\$2,747.43
Long-term Liabilities	
Longterm Debt	
Bond FitnessCenter & 2222 J Ave House	107,937.98
Bond-2210 J Ave House	182,798.99
Total for Longterm Debt	\$290,736.97
PPP Loan	0.00
Total for Long-term Liabilities	\$290,736.97
Total for Liabilities	\$293,484.40
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

Fidalgo Pool and Fitness Center District
Balance Sheet
As of Jul 31, 2026

	Total
Net Income	-14,103.89
Total for Equity	\$1,649,590.67
Total for Liabilities and Equity	\$1,943,075.07

Fidalgo Pool and Fitness Center District

Budget vs. Actuals: Budget

July 2026

	Jul-26			Year to Date		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
Additional Income						
Aquatics	6362.94	5103.79	1259.15	524749.93	483030.03	41719.9
Competitive Aquatics	48433.21	32423.47	16009.74	317370.49	250198.74	67171.75
Fitness Center	9133.42	14187.46	-5054.04	73813.27	109563.66	-35750.39
	18465.77	20265.31	-1799.54	109569.13	144521.36	-34952.23
Total Income	82395.34	71980.03	10415.31	1025502.82	987313.79	38189.03
Gross Profit	82395.34	71980.03	10415.31	1025502.82	987313.79	38189.03
Expenses						
Administrative Costs	6077.65	34429.03	-28351.38	134183.96	135269.17	-1085.21
Maintenance	2285.25	5833.33	-3548.08	25867.15	20833.31	5033.84
Operating Costs	14178.83	15619.59	-1440.76	112548.97	109337.13	3211.84
Supplies	6194.86	3875.42	2319.44	27384.06	26827.94	556.12
Taxes	3001.91	3252.6	-250.69	17504.93	22768.2	-5263.27
Unapplied Cash Bill Payment Expense	1047.43		1047.43	1047.43	0	1047.43
Wages & Benefits	142018.85	86597.09	55421.76	711547.75	642679.87	68867.88
Total Expenses	174804.78	149607.06	25197.72	1030084.25	957715.62	72368.63
Net Operating Income	-92409.44	-77627.03	-14782.41	-4581.43	29598.17	-34179.6
Other Expenses						
Bond Interest Expense-Loans		1266.33	-1266.33	9522.46	8864.31	658.15
Bond Principal Payment- Loans		4038.76	-4038.76	0	28271.32	-28271.32
Total Other Expenses	0	5305.09	-5305.09	9522.46	37135.63	-27613.17
Net Other Income	0	-5305.09	5305.09	-9522.46	-37135.63	27613.17
Net Income	-92409.44	-82932.12	-9477.32	-14103.89	-7537.46	-6566.43

**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 manner, 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, is responsible for hiring, training and compensating the staff; building and maintaining the facilities; and procuring and maintaining the capital equipment.
3. The Board shall establish a tax levy rate to cover operational and maintenance costs.
4. Among the powers granted by RCW 36.69.130, the Board is authorized to establish charges, fees, or rates for use of the facilities, which the Board uses to cover program costs.

5. Per RCW 36.69.120: The Board shall:
 - a. Elect its officers including a chair, vice chair, secretary, and such other officers as it may determine it requires;
 - b. Hold regular public meetings at least monthly;
 - c. Adopt policies governing transaction of board business, keeping of records, resolutions, transactions, findings and determinations, which shall be of public record; and
 - d. Initiate, direct and administer District park and recreation activities, and select and employ such properly qualified employees as it may deem necessary.

E. *Authority of Bylaws*

1. Any conflict between these bylaws and the RCW shall be resolved in favor of the RCW.
2. 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.

2) BOARD OFFICERS, DUTIES, ELECTIONS

A. *Officers and Duties*

1. The **Chairperson** presides at all Board meetings, sets the agenda in consultation with the other Board members, and ensures that the agenda and supporting materials are distributed to all members, and posted on the website for public access. The Chairperson may choose to retain responsibility for responding to media inquiries and emails sent to Board members, or may delegate those tasks to another person. 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.
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.
3. The **Secretary** is the designated Board member to receive any public comment or protests prior to or following a public hearing.

B. *Elections*

Elections of officers shall be held at the January 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 receive no compensation for their services but shall receive necessary expenses in attending meetings of the Board or when otherwise engaged on District business. Such expenses shall be within the District's adopted budget.

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 or governing interest.

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. The Board will discuss and resolve whether that disclosing member should participate in any vote on the matter.

3) EXECUTIVE DIRECTOR

A. *Role*

The Executive Director serves as the chief executive officer of the 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:

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.
2. Is responsible for ensuring that notes are taken for all Board meetings, the meeting minutes are drafted and distributed to all Board members for review and approval at the next Board meeting and posted on the website.
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.
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.
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/her 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 compensation, exclusive of any Cost of Living Adjustment universally provided to all staff, must be explicitly approved and authorized in writing by the Board of Commissioners, as documented in an approved Resolution or approved 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 compensation.

4) COMMITTEES

A. *Standing Committees, Members and Duties*

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 committee shall also review the monthly voucher run and submit for approval to the full Board.
2. **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 six-year capital needs plan annually to be submitted to the full Board for approval, as well as any potential new development as required.
3. **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 review and recommend updates of the Employee Policy Manual for Board approval. 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 for use in the annual budget process.
4. **Communications/Elections** has two Board members. The committee shall focus on continually enhancing the transparency of Board activities, improving written 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. 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.
5. **Contracts** has two Board members. The committee shall oversee the bidding process for public contracts, in accordance with Washington State contracting requirements, and review the District's requirements prior to procuring contracted services. The committee 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.

Note: The Executive Director is an 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*

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.

5) MEETINGS

A. *Quorum*

Board members are expected to participate in meetings, in person or remotely, unless they notify the Chairperson two days in advance. 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.

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; (2) approval of vouchers; (3) public comments and 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, its agenda, and any related documents 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 will be called by the Chairperson or a majority of Board members.

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.

7) VACANCIES

When a vacancy occurs on the Board, for any reason, the vacancy shall be filled per RCW 42.12.080.

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.

These amended bylaws are hereby adopted by the Board of Commissioners on August 18, 2026:

Tory Haschak, Position #1

Cindy Marvin, Position #3

Ted Rolfes, Position #2

Ken Hansen, Position #4

Note: The Commissioner Position #5 is vacant at the time of this action.