FIDALGO POOL & FITNESS CENTER

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

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 for the Wibit 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.

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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. Thes 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.

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	
BofP 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
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**

Wednesday, Jul 15, 2026 11:45:24 AM GMT-7 - Cash Basis