FIDALGO POOL & FITNESS CENTER

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

Agenda

The Board of Commissioners Special Meeting

Date and Time: 5:30 p.m. Monday, September 28, 2026
Location: Fidalgo Pool and Fitness Center

CALL TO ORDER

- Welcome Guests
- Identify Commissioners and Staff Present

PUBLIC COMMENT

- Public nominations for Commissioner #5

APPROVAL OF THE MINUTES-

- Regular meeting minutes 9-15-2026

NEW BUSINESS

- Interview any additional Board member candidates

EXECUTIVE SESSION

- Discussion of Commissioner candidates

SELECTION / VOTE ON COMMISSIONER APPOINTMENT

- Swear in new Commissioner

NEXT MEETING

- Regular Meeting on Tue, 10/20/26 @ 5:30

Public comments received by the 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 FPFC staff at info@fidalgopool.com.

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Minues for the Regular Meeting
of the
Board of Commissioners
Date and Time: 5:30 PM, Tuesday September 15, 2026
Location: Fidalgo Pool & Fitness Center

CALL TO ORDER @ 5:30 PM

- Identify Commissioners and Staff Present
  - Commissioners: Ken Hansen, Tory Haschak, Cindy Marvin, Ted Rolfes
  - Staff: Carla Bigelow (Operations Director), Jenny Claridge (Aquatics Director), Kelsy Durfee (Customer Service Manager), Lori Johnson (Instructor)
  - Public: Steve Wilhoit, Jeriann Daniels, Erica Schwab, Marilyn Stadler, Nancy Hunting, Ken Hunting, Sally Turner, Dave Daniels, Barb Smart, Hope Dean, Cheryl Bell

PUBLIC COMMENTS

No public comment was made during the meeting.
Steve Wilhoit sent all commissioners emails on observations of our facility and other pools.

APPROVAL OF MINUTES

Minutes for regular meeting of 8/18/2026 and special meeting of 9/1/2026 were considered. Motion: Cindy Marvin moved to approve the minutes. Second: Tory Haschak. Vote: unanimous. Motion carried.

CONSENT AGENDA

- Vouchers totaling: $112,810.00
- 2 payrolls August 14th $42,024.65; August 28th 37,505.59
- Resolution 355 adopting Board Bylaws
- Motion: Cindy Marvin moved to approve the consent agenda, including vouchers and approval of Resolution 355 adopting updated Board Bylaws. Second Ted Rolfes. Vote: unanimous. Motion carried.

DIRECTOR/FINANCIAL REPORTS

- Jenny Claridge reported the September lifeguard in-service was scheduled for September 13th. Topics to be covered include cardiac emergencies for both land and in the water. There are several new lifeguards so the other topic to be covered is a practice recreational swim with different scenarios. It was also reported that swim lesson registration numbers were higher than throughout the summer.
- Thunderbird Aquatic Club (TAC) welcomed 8 new swimmers to the team. The Silver group is full, there is still room in the Gold, Junior, Senior Prep and Senior groups. Practices begin September 8th.
- Thunderbird Aquatic Club is hosting a swim meet September 26 & 27. There will be 6 total teams participating in the swim meet.
- Carla Bigelow reported that group fitness classes are relatively stable, but there are instructor needs for both aquatic fitness and spin classes.
- The facility continues to receive several inquiries weekly from new clients, and Fitness Benefits forms from new and newly eligible patrons. Several programs FPFC accepts are commercial programs available to anyone over the age of 18 who is covered by the insurance plan.
- John Little submitted a report that included a list of repair projects that were worked on during the annual August pool closure.

COMMITTEE REPORTS

Communications

- The committee did not meet, but plans to meet in the upcoming week.
- Cindy Marvin stated the meeting agenda will cover overall communication, website, newsletter, etc.

Facilities

- Ken Hansen, Ted Rolfes and John Little met last week. Topic of discussion was The Clean Building Act.
- Ken Hansen stated that they received 2 different quotes for the energy efficiency planning work: one at $13,348, and Coffman Engineers for $5,800. There is a $7,000 early adopter incentive as well from the state. Ken suggested moving forward with Coffman Engineers for $5,800.
- The committee also discussed the small rental house. John Little agreed the small house is under market value for rent, but carpet, roof and other systems need updating and he suggests doing the necessary updates when the current tenant leaves. It was suggested that leases should be standardized for both rental properties.
- Tory Haschak asked about the possibility of a COLA for rent.

- Current maintenance staffing was discussed and Ken Hansen stated there is a person identified who has availability beginning November 2026.
- Cindy Marven asked what that potential employee's role would be.
- Ken Hansen stated the role would be more than an assistant due to the person's training and experience.
- Ted Rolfes stated hiring someone would offset some of the contractor hires and prevailing wage issues.
- Cindy Mavin asked if there was a report from John Little on the cost comparison. There is not.
- It was mentioned that this potential hire could replace John when he retires.

Finance

- The committee met, the focus of the meeting was the 2027 budget.
- Tory Haschak discussed the reserves and that no amount has been decided. She stated $450,000 3 months of reserves was discussed, and the state best practice is 2 months of reserves.
- Tory Haschak and Cindy Marvin would like a policy for reserves along with the 2027 budget.
- Ken Hansen stated the need to compare the working budget with budget categories to make the budget more transparent. The budget hasn't been broken down by programs.
- Ken Hansen suggests an analysis on prime-time hours versus off hours for specific programs like the Anacortes High School swim practice times.
- Tory Haschak suggests looking at allocations to track revenue versus expense of each program. For example, rental houses, and swimming lessons.
- Cindy Marvin stated the importance of looking at the rental houses given maintenance costs versus the rental revenue.
- Cindy Marvin suggested looking at the cost versus fee for pool access, rentals, etc.
- Ken Hansen stated we have to be careful that we don't have a tax subsidized program competing with a private business. The questions asked, are we making money, breaking even, or losing money?
- Cindy Marvin stated that cost information impacts the instructor compensation and asked how to get the correct information to make a good decision.
- Cindy Marvin asked if the Finance Committee would be willing to have a focus group made up of instructors, swim lesson parents and patrons to discuss pool fees.
- Ted Rolfes asked what the availability of the financial data is.
- Cindy Marvin asked what the 2026 fees were based on since there were a lot of changes.
- Ken Hansen explained FPFC moved from various "membership" options to an All Access pass. Some of the changes worked, some did not. Aquatics rates will be discussed in October.

- Ken Hansen discussed the salaries/wages covered by the levy. He would like to see Thunderbird Aquatic Club, aquatics, and operations to be covered more by the fees associated with programs. He stated this could impact user fees.
- Cindy Marvin suggested that the Board set policies, priorities and goals as a guide for designing the budget. She stated it is our responsibility to articulate the financials/budget and how they further our goals.

Human Resources

- Cindy Marvin discussed the Executive Director dismissal, and the voluntary separation agreement. The separation agreement offered a severance payment equal to 1-month salary in exchange for dismissal of all legal claims against the pool district. Mr. Dahlen chose to sign the separation agreement and that agreement is now effective.
- Cindy Marvin stated Mr. Dahlen did not contribute the required employee portion towards his retirement with the Public Employee Retirement System (PERS). FPFC pays both the employer and the employee retirement contribution each month, then the employee is required to reimburse FPFC through paycheck deductions. The employee contribution should have been deducted from each of Mr. Dahlen's paychecks through Pay Northwest, the payroll company. When notified of this omission via a demand for repayment letter from the Board, Mr. Dahlen agreed to have all of the employee share of his PERS contributions deducted from his severance payment.
- Carla Bigelow is reviewing the PERS records for all enrolled staff for accuracy.

NEW BUSINESS

- A motion was made to hire Coffman Engineers for $5,800 for the Clean Buildings Act Requirements.
  Motion: Ted Rolfes moved to approve the hiring of Coffman Engineers. Second: Tory Haschak. Vote: Unanimous. Motion carried.
- Three candidates for the open board seat were interviewed: Nancy Arnold-Hunting, Jeriann Daniels, and Sally Turner. Ken Hansen explained the position.
- Ms. Arnold-Hunting said she wants to be part of developing a clear path forward for the pool. She would bring corporate experience in contracts, human resources, and finances, along with communications skills.
- Ms. Daniels stated that she loves our pool and wants to help save and shape it for the next generations. She referred to the pool as a community within the community.
- Ms. Turner said she is committed to FPFC, even moving only a block away to retain easy access to the pool. She was a maintenance specialist at Shell Refinery and construction foreman for five years.
- Cindy Marvin thanked the 3 candidates for their time.

EXECUTIVE SESSION

- Started at 6:40pm and ended at 7pm.

RETURN TO OPEN SESSION

- Report from Executive Session. No legal update. Business related to the dismissal of the former Executive Director is largely completed. The leases for FPFC's two rental houses were discussed.

NEW BUSINESS

- *Board Member Appointment*: There will be a special meeting on September 28, 2026, at 5:30pm for the Board to hear from any new candidates nominated by the public and to appoint a candidate to fill the Commissioner position #5 vacancy.
- *Recruitment of a new Executive Director*: Cindy Marvin, as the Human Resources Committee, walked through the one-page document that lays out a proposed process to recruit, interview and hire a new Executive Director. The committee is tasked with overseeing the search for a new Executive Director. The job description is being updated.
- The search for the new Executive Director will be done regionally and locally first. Cindy Marvin stated a 4–6-week timeline. If unsuccessful, the Board will reconvene to discuss an alternative recruitment strategy.
- Carla Bigelow suggested posting to the Washington Recreation and Park Association (WRPA), and the Association of Aquatics Professionals (AOAP) job boards.
- Cindy Marvin asked the audience for suggestions.
- Sally Turner suggested the role be redefined to have Carla Bigelow and Jenny Claridge continue in the role.
- Cindy Marvin described the Executive Director role as team leader, community outreach, and capital campaign lead. The Board sees the Executive Director role as necessary.
- Cindy Marvin asked the other Board members about their priorities for the Executive Director's qualifications.
- Ken Hansen's priorities are marketing, public finance and budgeting, looking forward to a new facility and project management.
- Ted Rolfes stated a need for team management experience.
- Tory Haschak identified financial, marketing and communications experience as key.
- Cindy Marvin explained the note on the proposal about looking for a director who is willing and able to get lifeguard trained. The pool is our greatest asset, and we need someone who understands the pool. She had initially identified lifeguard training as one mechanism to ensure a new Director is connected to the pool, but was persuaded it should not be a job requirement.
- Kelsy Durfee suggested posting the job on LinkedIn.

- Marilyn Stadler stated the Executive Director can't do community outreach if s/he is also doing the daily accounting. She suggested not bogging the Director down in too many daily operations.
- Barbara Smart stated that the Executive Director will not be Aquatics Director, he/she needs to be in the community, you already have your experts in position.
- Motion: Ken Hansen moved to proceed with the general outline of the human resources committee proposal for recruiting a new Executive Director. Second: Ted Rolfes. Vote: unanimous. Motion carried.
- *Tuesday/Thursday mid-day pool closure*: Ken Hansen discussed Tuesday/Thursday midday early closure until 3rd grade lessons resume October 20th. This closure affords John Little a window for maintenance during the day.
- Cindy Marvin expressed concerns that the pool is closed during prime time and views this as an opportunity for bonus time for swimmers.
- Jenny Claridge explained John Little has been using the time to clean the filters, brush the sides of the pool and other water chemistry needs that cannot be completed when the public is in the water.
- Kelsy Durfee mentioned that the public won't appreciate having the time and then it being taken away when 3rd grade lessons resume.
- *2027 Levy measure dates*: Ken Hansen introduced the dates on the agenda table for different election date choices in 2027. Ted Rolfes asked about the cost for different dates.
- Cindy Marvin said cost is split among all measures and races, which isn't known until the election filing date.
- Cindy Marvin stated she would gather information about the pros and cons of choosing one election date over another. and report back at the October meeting.

Meeting adjourned 7:39pm