



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

Agenda

The Board of Commissioners Meeting

Date and Time: 5:30 p.m. Tuesday, October 20, 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

APPROVAL OF THE MINUTES-

- Special meeting minutes 9-30-2026

CONSENT AGENDA

- Vouchers

REVIEW OF BOARD APPLICANTS

- Board interview of candidates

EXECUTIVE SESSION

- Discussion of Board candidate qualifications

NOMINATION OF BOARD CANDIDATE(S)

- Potential motion to nominate candidate(s)

DIRECTOR/FINANCIAL REPORTS

- Director / Manager Reports and Financials

COMMITTEE REPORTS

- Communications / Elections
- Facilities
- Finance
- Human Resources

OLD BUSINESS

- Recruitment of new Executive Director
- 2027 budget review / development
 - Oct: Rough draft
 - Nov: Final draft

NEW BUSINESS

- Committee seats

NEXT MEETINGS

- Regular Meeting on Tue, 11/17/26 @ 5:30

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 FPFC staff at info@fidalgo.com.

Fidalgo Park and Recreation District
Board of Commissioners

Candidates for Board Vacancy (Oct/Nov 2026)

Our announcement identified October 17, 2026 as the deadline for submittal of a letter of interest from candidates for the vacant Commissioner, Position #1 seat. As of October 14, when the Agenda Packet was assembled, we had received two letters (attached). On Monday, October 19, 2026, we will post (on this webpage) the letters received from any additional candidates.

The candidates will participate in an interview with the Board at its October 20, 2026 meeting. The Board may nominate one or more candidates to fill the vacancy at that meeting, followed by the required 15-day notice of nomination, and then the Board will consider an appointment, tentatively scheduled at its November meeting.

Cindy Marvin, Commissioner

From: Laurie C <lauriecarrollhere@gmail.com>

Date: October 12, 2026 at 4:54:00 AM PDT

To: Cindy <cindy4fidalgo@gmail.com>

Subject: Re: Board position

Yes, I would be happy to.

I have a Masters in Educational Leadership. I have a Bachelors in English Education. I've been a certified caregiver For nine years For the state of Washington, as well, in the past. I've only been a resident Anacortes for the last nine years. My address is 701 38th St. Anacortes WA 98221. I am a Home owner there.

My experiencing includes being a Family Self-Sufficiency Coordinator with the housing authority of the city of Everett, for eight years, Where I was on the Project Self-Sufficiency Board, which was program through Snohomish County that assisted single woman with children to become self-sufficient by going to school and going to work. I also taught English at schools in Snohomish County From 1991 through 2006.

L.Carroll

On Sun, Oct 11, 2026 at 12:28 PM Cindy <cindy4fidalgo@gmail.com> wrote:

Hi Laurie, we appreciate your interest and support. It would be helpful if you could expand on your letter of interest and share something about your background, education, and experience as they would provide a better sense of the skills you would bring to the Board. And your voting address please -- I verify eligibility of all candidates before the Board session. Thank you.

Cindy Marvin, Commissioner

<IMG_8667.jpeg>

On Oct 10, 2026, at 1:51 PM, Laurie C <lauriecarrollhere@gmail.com> wrote:

Hi, I'm interested in the position on the board because it would be a shame for the pool to go without representation of the caliber that I believe I can bring to the organization.

I'm a grandmother and I bring my kids there for swimming in the summer.

I'm concerned about the swimming hours for children and the regulations and requirements and limited lane availability during the summer when kids are out of school.

But otherwise, the Pool is always clean and the staff is friendly and I would like to be a part of keeping it that way in this community where the only opportunity for activity is either the skate park or the swimming pool.

My name is Laurie Carroll and I can be reached at 360-840-3179 or more reliably at my email Laurie Carroll here@gmail.com(No spaces).

Sincerely,

Laurie Carroll

L.Carroll

Robert A. Forman
1416 Latitude Circle
Anacortes, WA 98221
360.899.5158

September 11, 2026

Cindy Marvin
Fidalgo Pool and Fitness Center
1603 22nd Street
Anacortes, WA 98221

Dear Ms. Marvin:

Please excuse my tardiness in submitting this letter of application for your Board vacancy. In spite of earlier contemplations of applying, I felt there would be many folks willing to apply and serve. But after reading in the American that you have had no applicants, I thought I would mobilize my keyboard and take the plunge.

Allow me to present my (hopefully) germane qualifications that I trust you will find of interest.

First, I have been an active participant at your gym for about nine years. I am a registered voter in the District and retired, the latter status allowing plenty of time for my partaking in governance activities.

Second, the more mundane things about me include three decades of human resources management ranging from small companies to large healthcare organizations. I have a BA in Communications (I think they call it Rhetorical Studies now) and a masters degree in finance. My teaching experience includes being an adjunct professor teaching organizational development and management at two colleges in Oregon and two in Washington. As a possibly related credential, I was a licensed life guard and swimming instructor while in college.

Third, I have had the honor of serving on various boards and commissions throughout my career, both in the public and private sectors. I'd be happy to expand upon these at your convenience.

Last, and the trickiest qualification to answer pertains to why I want to serve. In response, I would express in my sincere belief that the pool and fitness center is major asset to Anacortes and its citizens. The activities I witness and those my wife participates in are serious life sustaining functions that our community would be much the lesser for should we not have a viable and vibrant organization such as yours.

Very truly yours,

/s/ Bob Forman

Director/Manager Reports October 2026

Aquatics – Jenny Claridge

Lifeguards:

- Our monthly in-service was October 4, 2026, from 3pm-7pm. We tasked our senior lifeguard staff, Allison Claridge, Alexia Tibbles, Noah McFarland, Delilah Kirchert, Carter Larson, and Iain Gailey to write and execute the in-service. I am very happy to report that these individuals did a fantastic job working together to build an interactive and fun experience for staff. Our head lifeguards Hailey Claridge and Joni Merrell and I provided feedback and support to the senior guards throughout the process.
 - We discussed at length the importance of being on time to shifts, ensuring your time off requests are completed in a timely manner, and should a shift need to be covered they utilize their resources to find coverage.
 - The in-service covered land-based emergencies during a regular lap swim. For example, a heart attack in the gym. They went through the step-by-step emergency action plan (EAP). At the end of each scenario, we had a debrief session that included discussion of what went well through the practice, what needed to be improved and how they felt about the steps involved in the EAP. Everyone did a great job working together and providing positive feedback to each other. We really are blessed to have such an amazing staff of lifeguards.
- We are continuing with training for different activities in the pool, specifically swimming & diving meets. Not all staff have been trained to guard a dive meet specifically, with high school swimming in full swing we are getting plenty of opportunities to provide this important training.

Swim Lessons:

- Registration for 2026 session 6 opened Friday October 9 at 9am. We are seeing the numbers start to come back to normal. Soccer season is just about complete and the football seasons for various age groups will be ending as well.
- 3rd grade lessons begin October 20th. Lessons are Tuesday and Thursday from 12:55-2pm. Each 3rd grade student in the Anacortes School District has access to 6 total lessons at no cost to the families. We have seen some really great success with water safety awareness from this program, and it has often led to families registering for group lessons.
- I am working on our 2027 schedule for group lessons. This will be completed before December 1, 2026.
- We are getting positive feedback with group lessons, kids are excited and parents are happy to see their children progressing. It's booming between 5pm and 7pm with kids and families plus the swim team in the water!

- American Red Cross announced last week their update for their swim lesson program will be launched in February of 2027. This is great news in the aquatics industry because the last update was done in 2016! I'm excited to learn of what changes and updates they have made to the program. There will be a lot more information coming in the next several months including how we get our instructors updated to the new curriculum.

Staffing:

- We have 9 seniors on staff this year, several will be moving on to college at the end of the summer or before. I am planning way ahead this year because last year by mid spring we lost several of our seniors due to school activities and travel plans. We were understaffed last summer, and I don't want to have this issue again.
- I have hired 2 new swim instructors one has started her training the other will start his training when group lessons start on October 20th. Both are taking the upcoming lifeguard course as well.

Upcoming American Red Cross Courses

- Lifeguarding: October 16-18

Acting Executive Director Items:

- Carla Bigelow and I are working with our insurance company Enduris to build an online training package for our employees to include anti-harassment, sexual harassment, child abuse prevention, customer service and others. There is a catalog of training that we are working through to decide the best options based on department. This will be part of our onboarding process for new staff moving forward.
- I have had a crash course in tech support, learning how to set up email accounts, change users on accounts, and fix some set up issues with the customer service manager's new laptop.
- Carla and I also had new admin training with our payroll company PayNW.
- I have gotten us access to Secure Access Washington (SAW) and other websites that we need to access important information regarding Labor and Industries, Department of Revenue, and other various websites that we didn't have access to.
- We moved offices, Kelsy Durfee and I now share the aquatics office and Carla Bigelow is in the office upstairs.
- Carla Bigelow, Kelsy Durfee and I did a training from MRSC called When the Public Pushes Back: Turning Distrust into Productive Dialog webinar. This was material we all 3 are familiar with, it was a good reminder of how to better serve our community and deescalation skills.

It has been a very busy month, and I have learned a lot of valuable information that will help with my personal growth and success but more importantly Fidalgo Pool employees and commissioners will be successful and the onboarding of a new executive director will be much better!

Customer Service & Communications – Kelsy Durfee

Front Desk Associate Update

The front desk team has done an excellent job checking in our regular patrons, including personal training and private swim lesson clients. We continue to see more members and visitors returning to FPFC each month.

On September 29, 2026, Carla promoted Suzanne's new Step & Strength class on social media. By October 13, the third class had reached capacity, with three additional members expressing interest. Marta handled the increased traffic smoothly. I brought a laptop to the front desk, and together we helped members register, highlighted the benefits of our small but fun class environment, and reviewed class schedules and policies.

In response to the demand, Carla increased the class capacity to 25 participants. The experience was a great example of our team managing a busy period while providing outstanding customer service.

I also discussed staffing needs with Jenny considering a recent illness in the department and my expanded communications responsibilities. Currently, I do not believe an additional hire is necessary for October. However, I am accepting applications as they come in, although we are not actively advertising the position. I have received two applications over the past three months and distributed another application yesterday upon request.

Passes and Account Review

Each month we review a report from Civic Rec, our CRM, that identifies declined payment methods and outstanding unpaid balances.

This month's report included only one pass holder whose card on file had expired. This result reflects the front desk staff's strong work in supporting sales and managing the passes, formerly referred to as memberships.

I have been processing insurance forms and leaving them for Carla's review.

I manage TAC Youth billing for Coach George and serve as a point of communication for parents. Because Coach George spends much of his time on the pool deck working directly with

athletes, overseeing swimmer passes and billing allows him to remain focused on coaching and athlete development.

I also encourage regular clients of our personal trainers and swim instructors to purchase visit packages in advance when they anticipate ongoing sessions. This approach helps prevent future billing issues, reduces outstanding balances, and allows visits to be deducted automatically from prepaid packages.

Since I already oversee cashier operations and patron pass management, handling TAC billing is a natural extension of my responsibilities. My familiarity with these systems helps ensure accuracy and consistency while reducing the potential for billing errors.

Communications and Public Relations

I have taken an active role in strengthening communication between Fidalgo Pool & Fitness Center and the Anacortes community by leading the development of a Fall/Winter Newsletter. This project has involved creating newsletter outlines, developing interview questions, and identifying content that highlights the many programs and people that make our facility unique.

The newsletter will feature a variety of topics, including human-interest biographies, staff spotlights, facility events, planned closures, TAC programming, Adaptive Swim lessons, aquatic activities, scuba certification opportunities, and other community-focused content. I have also explored ideas for recurring educational features such as a "Did You Know?" section that provides members with interesting information about facility operations, including topics like how our pool filtration system works, or why there are iron stains on the bottom.

In addition to newsletter development, I regularly create and publish content on our social media platforms to keep our members and the public informed. These posts include facility closures, group fitness events, lifeguard certification courses, program announcements, and other important updates. Social media provides an effective and accessible way to communicate timely information, promote programs, increase community engagement, and encourage participation in facility offerings.

Through these communication efforts, I strive to improve member awareness, strengthen community connections, answer prompted questions through in-depth content, promote FPFC programs, and support the organization's overall outreach and growth of our patron base and goals.

Maintenance – John Little

There were no capital improvement projects. Worked on the following projects:

Rebuilt the HVAC boiler water recirculation pump.

Gym light repairs.

Lane line repairs.

Landscape maintenance.

Boiler room repairs.

Filter room repairs.

Miscellaneous facility and rental property repairs as needed.

Repairs to plumbing systems, electrical systems, and doors as needed.

2027 budget and next levy budget.

Clean Buildings Tier II compliance.

Operations - Carla Bigelow

Fitness

Group Fitness Classes

- The new **Step & Strength** class, instructed by **Suzanne Brauer**, launched successfully and has received positive participant feedback.
- Our highest-attendance group fitness classes continue to be:
 - Barre Above
 - Pumped Up Strength
 - Flow Yoga
 - L1ft!
 - Zumba
 - Strength & Stretch

- SilverSneakers Classic

Instructor Staffing Updates

- Two instructors have either reduced or will be reducing their teaching commitments:
 - **Kirsten Smith (Boot Camp)** will be on hiatus from November 1 through the end of the year. She may return in January with a revised class format. Staff will maintain communication with her during this period.
 - **Lori Johnson** has stepped away from aqua fitness instruction indefinitely. As a result, aquatic physical therapy services provided through **Anacortes Physical Therapy** are also currently on hold.

Aquatic Fitness Programming

- **Miranda Bunge** will cover *HIIT'n the Deep* on Fridays at 8:00 a.m. for the next two weeks and may be available to continue instructing longer term.
- *H₂O Fit'n'Flow* and *Work'n the Deep* have been canceled for the next two weeks due to a lack of instructor coverage.
- These classes will likely remain suspended until an additional instructor is hired or Lori returns.

Aquatic Fitness Instructor Development

- **Hailey Claridge** has expressed interest in obtaining aquatic fitness certification.
- The certification course and examination are available online at a cost of **\$269**.
- I recommend that FPFC cover the cost of certification. Adding another qualified aquatic fitness instructor would support offering at least **one aquatic fitness class per day, Monday through Friday**.

Recruitment Efforts

- I will be contacting regional recreation and fitness colleagues to identify certified aquatic fitness instructors who may be interested in teaching additional classes.

Personal Training

- **Dane Anderson** and **Cynthia Langston** continue to maintain regular training schedules and are accepting new clients.
- **Julie** continues to provide personal training services to a smaller client base on an occasional basis.

- Recruiting an additional personal trainer would help meet demand from new client inquiries.

Fitness/Gym Benefit Programs

- We continue to receive approximately **5 to 12 new eligibility forms each week**.
- **2027 Medicare Open Enrollment** began on **October 15, 2026**, and runs through **December 7, 2026**.
- Several insurance providers are reportedly withdrawing from the Medicare Advantage market in Skagit County. As a result, a number of patrons may experience changes to or loss of their fitness benefits.
- This is expected to increase administrative workload through the first quarter of 2027 as Kelsy and I assist patrons and coordinate updates with benefit providers, including:
 - Tivity
 - Optum
 - ASH
 - FitOn

Reimbursement Rate Review

- I will be reaching out to **Tivity, Optum, and ASH** to discuss reimbursement rate adjustments.
- Reimbursement rates, application requirements, and request deadlines vary among providers.

GroupX Classroom Sound System and Additional Microphones

- **Horizon Audio** recently sent a technician to evaluate the GroupX Classroom sound system and provide recommendations for adding handheld and tabletop microphones for future Commission meetings.
- A formal proposal and cost estimate are being prepared.
- Preliminary discussions also include:
 - Reconfiguring the sound system components.
 - Consolidating computer and audio equipment.
 - Improving organization and functionality in the equipment area.
- Due to Horizon Audio's current workload, installation may not occur until early 2027.

Acting Executive Director Updates

Office Relocation

- I have relocated my office to the Executive Director's office on the upper level.

Banking Transition

- We have received informational materials from **Banner Bank** regarding its merger with **Bank of the Pacific**.
- Beginning **November 13, 2026**, Bank of the Pacific will cease operating independently under the merger.
- Banner Bank has acquired Bank of the Pacific's routing number, and our existing account numbers will remain unchanged.
- I plan to meet with a business banker to review any operational changes that may affect:
 - Automatic payments
 - Electronic transfers
 - Payments to Skagit County
 - Other recurring financial transactions
- Staff and Commissioners will be notified when it is time to complete updated signature cards.

Enduris Training and Risk Management

- Jenny and I met with representatives from **Enduris** to review available coverage, member benefits, and training resources.
- We also met with a training specialist to become familiar with Enduris' online library of on-demand training programs.
- Together, we will develop departmental training packages and onboarding curricula that include:
 - Customer service
 - Anti-harassment
 - Sexual harassment prevention
 - Child abuse prevention
- Commissioners will be included as a designated training group within this program.

PayNW Administrator Training

- Jenny and I successfully completed new administrator training through **PayNW**.

TAC Director Report

Roster:

- As of 10/15 at 9:45am, we're rolling with 61 swimmers and two coaches
 - An increase of 6 from September.
- Coach Hires: We're hiring!
- Room left in Gold, Junior, Senior Prep, and Senior
 - I don't expect the Senior group to grow from what it is
 - I expect a larger Junior, Junior + Dryland, and Senior Prep group mid to late October and after girls HS season

Upcoming Swim Meets:

2026 PN MMSC Fall Invitational, October 17-18. Snohomish Aquatic Center

- Goals we have for our groups participating in the swim meet
 - Senior and Senior Prep
 - 1) Choose a length after the first 25 in 100s and 200s for a 12 ½y underwater kickout
 - 2) Have a goal time for the back half portion of 100s and 200s for split awareness
 - 3) Overcome a fear
 - Junior and Gold
 - 1) Underwater kickouts past the flags
 - 2) Goal time for every event
 - 3) NO DQ's
 - Silver
 - 1) Don't miss a race
 - 2) Holding all the streamlines for "3 Thunderbird" seconds
 - 3) Identify a "like" and "dislike" of the race

2026 PN TAC Fall Thunderbird Open, October 24-25

- Our second home/hosted swim meet of the season
- Two competition sessions each day, separated by 12&Unders and 13&Overs

- Participating Teams: There will be five total teams (including Thunderbird Aquatic Club) totaling 275 swimmers over the weekend. For reference, our first meet totaled 127 swimmers in a single all ages competition session swim meet.
 - Wave Aquatic Club (WAVE)
 - Bellingham Bay Swim Team (BBST)
 - Vashon Seals Swim Team (SEAL)
 - YMCA of Snohomish Barracudas (YSCB)

Swimming wise, it's steady as she goes through a tough racing month of October