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## MINUTES

Special Meeting of the Board of Commissioners  
Pool's Long Range Planning Committee  
Fidalgo Pool and Fitness Center  
Tuesday, November 29, 2016, 5:00 p.m.  
The Public was invited.

### **CALL TO ORDER**

The meeting was called to order by Co-Chair and Commissioner Jeremy McNett at 5:00 p.m.  
Committee Members Present: Co-Chair Christine Mathes, Dr. Mick Donahue, David Lervik,  
Executive Director Marilyn Stadler, Maintenance Manager John  
Little, Aquatic & Fitness Manager Carla Bigelow,  
Sandy Hatfield  
Committee Members Absent: Keith Rubin, Commissioner Mel Larsen, Libby Grage,  
Commissioner David Way

Public: None

### **PUBLIC COMMENTS**

None

### **APPROVAL OF MINUTES**

The joint meeting of the Board of Commissioners and the Long Range Planning Committee minutes of October 6, 2106 has already been approved by the Commissioners, but they need to be reviewed and approved by the Committee.

**MOTION:** A motion was made and seconded (BIGELOW/MATHES) that the committee members approve the minutes from the October 6, 2016 meeting. The motion passed unanimously.

### **REVIEW OF THE ARCHITECT CONTRACT**

After the Commissioners approved that an architectural design services contract could be negotiated with ARC, Commissioner McNett, Co-Chair Christine Mathes and Executive Director Marilyn Stadler met with Principal Stan Lokting. A scope of services was initially discussed that included three options – renovation of the existing building, renovation of existing building with an aquatic addition and a completely new structure. The first proposal was in the amount of \$147,000, which the three LFP members stated exceeded the budget planned for this project. At that point, Commissioner McNett stated that ARC was asked to consider a proposal for two options – the renovation of the existing building with an aquatic addition and a completely new structure. He also explained that we didn't need the in depth work of electrical, mechanical, civil and other consultants specified in the first proposal presently because ARC, DWS and Councilman Hunsaker will be able to 1) assess what systems Fidalgo Pool & Fitness has, 2) state

the current state of the building, 3) recommend what should be done based on public input and need, 4) give good estimates on costs, and 5) include the public in the planning process. Sandy Hatfield asked if the second proposal would address issues such as the HVAC system, and Commissioner McNett stated it would. Commissioner McNett also commented that no matter what proposal the Committee went with, the cost estimates on the projects would be subject to change due to contingencies. The Committee and Commissioners will need to state in our communication with the public that the cost may change based on how soon the project is completed. For instance, if construction is planned for five years, contingency must be considered because of annual cost increases. Therefore, all communication must state that the cost is subject to change. The second proposal is for approximately \$84,000.

After some discussion, the Long Range Planning Committee is going to recommend at the December 1<sup>st</sup> Board of Commissioners' meeting that the contract be signed. However, two questions concerning the first page of the Counsilman Hunsaker agreement must be answered.

1. Under whereas, ARC Architects is undertaking a Feasibility Study plan for an aquatic center at FPFC, could that please read aquatic **and fitness center**?
2. Under Services, 1. A. b., is there a word missing before system?

MOTION: A motion was made and seconded (DONAHUE/LERVIK) to recommend to the Board of Commissioners that the second ARC contract be signed. The motion passed unanimously.

#### COMMITTEE MEMBERS

The Committee discussed if additional members should be added to the group. Executive Director Marilyn Stadler had a suggestion. The group stated that potential new members should be invited to meetings to determine if this work is of interest to them.

#### NEXT STEPS

After the contract is signed, the Long Range Planning Committee will meet with ARC. With the holidays approaching the meeting will most likely be scheduled for early January 2017. Stan Lokting outlines the process in our agreement.

#### ADJOURN

The meeting ended at 6:00 pm. The next schedule meeting of the Special Meeting of the Board of Commissioners – Pool's Long Range Planning Committee is to be determined.

# FIDALGO POOL AND FITNESS CENTER - DRAFT SCHEDULE

Fri 12/23/16

ID	Task Name	Duration	Start	Finish	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct																		
					18	25	1	8	15	22	29	5	12	19	26	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27
1	<b>START UP</b>	<b>20 days</b>	<b>Tue 1/10/17</b>	<b>Mon 2/6/17</b>																																					
2	ARC and DCW Site Visit	0 wks	Tue 1/10/17	Tue 1/10/17																																					
3	Base Sheets	4 wks	Tue 1/10/17	Mon 2/6/17																																					
4	<b>PROGRAMMING</b>	<b>17 days</b>	<b>Mon 1/23/17</b>	<b>Tue 2/14/17</b>																																					
5	Day One - LRPC and Staff	0 days	Mon 1/23/17	Mon 1/23/17																																					
6	Day Two - Special Interest Groups	0 days	Tue 1/24/17	Tue 1/24/17																																					
7	Program Documents	2 wks	Wed 1/25/17	Tue 2/7/17																																					
8	Program Review and Approval	1 wk	Wed 2/8/17	Tue 2/14/17																																					
9	<b>OPTIONS / OUTREACH</b>	<b>42 days</b>	<b>Wed 2/8/17</b>	<b>Thu 4/6/17</b>																																					
10	Design - Options 1 and 2	4 wks	Wed 2/8/17	Tue 3/7/17																																					
11	Estimating and Cost Recovery	2 wks	Wed 3/1/17	Tue 3/14/17																																					
12	LRPC Meeting - Options Review	0 days	Tue 3/14/17	Tue 3/14/17																																					
13	Refinements and Meeting Prep	2 wks	Wed 3/15/17	Tue 3/28/17																																					
14	Public Meeting #1 - Options	0 wks	Thu 3/30/17	Thu 3/30/17																																					
15	LRPC / Board Mtg - Review & Select	0 days	Thu 4/6/17	Thu 4/6/17																																					
16	<b>PREFERRED OPTION</b>	<b>40 days</b>	<b>Fri 4/7/17</b>	<b>Thu 6/1/17</b>																																					
17	Design - Preferred Option	4 wks	Fri 4/7/17	Thu 5/4/17																																					
18	Estimating and Cost Recovery	1 wk	Fri 4/28/17	Thu 5/4/17																																					
19	LRPC Meeting - Options Review	0 days	Thu 5/4/17	Thu 5/4/17																																					
20	Refinements and Meeting Prep	13 days	Fri 5/5/17	Tue 5/23/17																																					
21	Public Meeting #2 - Preferred Option	0 wks	Tue 5/23/17	Tue 5/23/17																																					
22	LRPC / Board Mtg - Final Comments	0 days	Thu 6/1/17	Thu 6/1/17																																					
23	<b>REPORT</b>	<b>30 days</b>	<b>Fri 6/2/17</b>	<b>Thu 7/13/17</b>																																					
24	Draft	4 wks	Fri 6/2/17	Thu 6/29/17																																					
25	LRPC Meeting - Review	0 days	Thu 6/29/17	Thu 6/29/17																																					
26	Final	2 wks	Fri 6/30/17	Thu 7/13/17																																					