



**Minutes**  
**Holland Area Community Swimming Pool Authority Special Meeting**  
**Holland, Michigan, January 16, 2020**

The Authority Board met in special session on Thursday, January 16, 2020, at 4:00 p.m. in the Holland Community Aquatic Center Conference Room at 550 Maple Ave, Holland, MI.

Board Members Present: Darrin Duistermars, Sara Giesler, Jack Gisinger, Tim Hemingway, Ron Hemmeke, Matthew VanZetten, and Wendy Willoughby

Board Members Absent: Ben Farkas (Ex-Officio)

Staff Present: Executive Director Jack Huisingh, and General Manager Amanda Duimstra

Others Present: Greg Maybury, HCAC Owner's Representative, Randall Miller and Bob Miller, HCAC Foundation Board

**1. Call to Order**

Giesler called the meeting to order at 4:00 p.m.

**2. Approval of Agenda**

Moved by: Hemingway  
Seconded by: Willoughby  
Vote: 5-0

**3. Public Comments**

John Lunderberg and Mike Emerick, Holland community members, attended the meeting out of interest for the upcoming expansion renovation project, and provided no public comment. There were no other persons wishing to address the Board. Note: At the close of the meeting, both Lunderberg and Emrick provided praise to the Board for the plans, timing and overview of the upcoming expansion and renovation project.

**4. Approval of Minutes of the December 19, 2019, Board Meeting**

Motion to approve the minutes of the October 24, 2019, Board Meeting, as written.

Moved by: Hemingway  
Seconded by: Willoughby  
Vote: 5-0

*Note: Duistermars and Van Zetten joined the meeting at 4:10 p.m.*

**5. Next Gen Project: Design Assist Partner(s) Selection Proposal**

Greg Maybury introduced the members of the architect and construction team as follows: Nick Nykerk and Chad Nienhuis of Lakewood Construction, Peter Baldwin and Mike Hofmann of AMDG Architects, and Bob McDonald of

OLC Designs. Hofmann provided the Board with a presentation and overview of the construction site plan and the base design renderings. Nienhuis provided the Board with a project budget review and an overview of the design assist partner bid, interview, and post-bid process that took place over several weeks throughout December and January. Maybury advised the Board of the estimated project timeline. Huisingh noted that the project is on time, within budget, and consistent with the objectives of the \$26.3 million bond.

Gisinger, representing the recommendation of the Finance Committee provided the following:

Motion to proceed with the intent to engage specific contractors into the current design and quotation process during the month of January, 2020 to maintain the project schedule, and to evaluate cost savings opportunities collaboratively in order to align with taxpayer provisions and the project budget. The Board intends to commit to design build contractors for the following work scopes according to the Design Team and Executive Director's recommendations with a not to exceed aggregate budget of \$13,100,000 including a 10% contingency; Aquatics, Electrical, Fire Protection, Plumbing, and Mechanical.

Moved by: Gisinger  
Seconded by: VanZetten  
Vote: 7-0

*Note: Van Zetten was excused from the meeting at 4:45 p.m.*

As a result of discussions and collaboration with the Community, City of Holland, and HCAC Partners and Design Team proposals, additional options have been proposed to enhance the current taxpayer provided aquatic center renovation and expansion project. These ideas are desired to be captured as part of a HACSPA Design Master Plan.

The Board is cautiously optimistic that additional enhancements, identified as Master Plan alternatives, may be achieved within the project using philanthropy.

Motion for the Board to authorize an increase to design fees (as per original contract proposal for additional scope) in an amount not to exceed \$150,000 and within the project budget to draw the selected alternates through the design development phase. The Board authorizes its Executive Director to approve the additional fees based upon the selected alternates and the agreed upon fee structure.

Moved by: Gisinger  
Seconded by: Willoughby  
Vote: 6-0

## **6. HCAC Foundation Board**

Randall Miller of the HCAC Foundation Board presented two proposals for HACSPA Board to consider:

- a. Proposal 1: The HCAC Foundation Board is requesting financial resources to fund a Foundation Coordinator immediately for up to 20 hours per week that would be part of the Aquatic Center operating budget. The immediate focus would be only the Capital Campaign. Future focus would include raising funds for Endowment and the Annual Fund.
- b. Proposal 2: The HCAC Foundation Board is requesting that HCAC hire a Campaign Manager for a 12-month commitment to manage the capital campaign. The Foundation Board has interviewed two fundraising consulting firms and will interview two more to determine best fit. The Executive Director of the Aquatic Center will need to be engaged in this effort for proper support and coordination. The Foundation Board will make a final recommendation to the Governing Board based upon the vetting process.

Motion to authorize the HCAC Executive Director to move forward with the hiring of a Campaign Coordinator, and the selection of a Campaign Manager, as well as produce supportive marketing materials, not to exceed \$100,000.

Moved by: Hemingway  
Seconded by: Duistermars  
Vote: 6-0

Miller also informed the Board that the HCAC Foundation has also established a Gift Policy. There was no vote on the Gift Policy.

*Note: Duistermars and Hemmeke were excused from the meeting at 5:30 p.m.*

#### **7. Executive Director Update**

Huisingsh provided the Board with a brief update on facility operations. Revenues are exceeding plan and expenses are being held to levels slightly below plan and lower than the previous fiscal year.

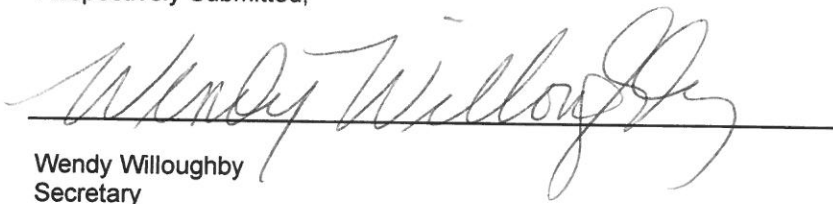
#### **8. Other Business and Issues**

There were no other business or issues.

#### **9. Adjournment**

The Board was adjourned by Giesler at 5:45 p.m.

Respectively Submitted,



Wendy Willoughby  
Secretary