



Minutes

Holland Area Community Swimming Pool Authority Regular Meeting - Holland, Michigan, June 25, 2020

The Authority Board met in regular session on Thursday, June 25, 2020, at 4:00 p.m. The meeting was held in the MP Room A at Holland Community Aquatic Center (550 Maple Ave, Holland MI) and via Zoom.com virtual meeting under the guidance of Governor Whitmer's Executive Order No. 2020-75.

Board Members Present (and via Zoom): Darrin Duistermars (Zoom), Sara Giesler, Jack Gisinger, Tim Hemingway, and Matthew Van Zetten (Zoom)

Board Members Absent: Ben Farkas (Ex-Officio), Ron Hemmeke, and Wendy Willoughby

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

Others Present: Greg Maybury, HCAC Owner's Representative

1. Call to Order

Giesler called the meeting to order at 4:03 p.m.

2. Approval of Agenda

Motion to approve the agenda, as provided.

Roll call vote.

Duistermars – Yes
Giesler – Yes
Gisinger – Yes
Hemingway – Yes
Van Zetten – Yes

The motion passed.

3. Public Comments

There were no public comments.

4. Approval of Minutes of the May 21, 2020, Board Meeting

Motion to approve the minutes of the May 21, 2020, Board Meeting, as written.

Moved by: Gisinger
Seconded by: Hemingway

Duistermars – Yes
Giesler – Yes
Gisinger – Yes
Hemingway – Yes
Van Zetten – Yes

The motion passed.

5. Next Gen Project Status Update

Maybury provided the Board with a construction project update including:

- There is a large group of trades providers showing interest in the project.
- There are multiple bids in every category, which are all competitive and below budget.
- Parts of the project have been expedited to happen as HCAC is not yet open to the public.

6. HCAC Foundation Update

The HCAC Foundation and HACSPA Board met on Tuesday, June 23 and were updated on activities. The group continues to identify individuals and organizations that may help support valuable additions to the \$26.3 million bond project.

7. HACSPA Executive Committee

a) Executive Committee Update

Giesler provided the Board with an update of activities including:

- The Committee continues to monitor and support the Next Gen project.
- The Committee is currently providing an opportunity for the Board and HCAC management team to evaluate the performance of the Executive Director.
- The Committee would like to recognize the service of Matthew Van Zetten and Wendy Willoughby, as they retire from the Board at the end of June.
- Tim Hemingway has agreed to continue to serve on the Board and plans to renew for a four-year term.

b) FY2020 – 2021 Meeting Schedule

Motion to approve the FY 2020 – 2021, HACSPA Board Meeting Schedule as follows:

Regular Board Meetings (Quarterly)

- Thursday, September 17, 2020 at 4:00 p.m.
- Thursday, December 17, 2020 at 4:00 p.m.
- Thursday, March 18, 2021 at 4:00 p.m.
- Thursday, June 24, 2021 at 4:00 p.m. (4th week)

Special Board Meetings (Monthly)

- Thursday, July 16, 2020 at 4:00 p.m.
- Thursday, August 20, 2020 at 4:00 p.m.
- Thursday, October 15, 2020 at 4:00 p.m.
- Thursday, November 19, 2020 at 4:00 p.m.
- Thursday, January 21, 2021 at 4:00 p.m.
- Thursday, February 18, 2021 at 4:00 p.m.
- Thursday, April 15, 2021 at 4:00 p.m.
- Thursday, May 20, 2021 at 4:00 p.m.

Moved by: Hemingway

Seconded by: Duistermars

Duistermars – Yes

Giesler – Yes

Gisinger – Yes
Hemingway – Yes
Van Zetten – Yes

The motion passed.

c) FY2020 – 2021 Committee Assignments

Motion to table the assignment of committee appointments until the July 16, 2020, meeting and to retain the membership of the current Executive and Finance Committee assignments until new Board members are orientated and FY2020-21 Committee assignments can be achieved.

Moved by: Duistermars
Seconded by: Gisinger

Duistermars – Yes
Giesler – Yes
Gisinger – Yes
Hemingway – Yes
Van Zetten – Yes

The motion passed.

8. HACSPA Finance Committee

a) Motion to approve the revised FY2019-20 Bond Debt Budget for the 2019-2039 Bonds

Moved by: Duistermars
Seconded by: Hemingway

Duistermars – Yes
Giesler – Yes
Gisinger – Yes
Hemingway – Yes
Van Zetten – Yes

The motion passed.

b) Motion to approve the revised FY2019-20 Operations Budget as a result of COVID-19 Shutdowns, greater than planned State of MI PPT Reimbursements, expense reductions and staffing furloughs.

| | Rev | Exp | Net |
|--|--------------|--------------|------------|
| FY2019-20 Oprs. Budget (current) | \$ 2,620,000 | \$ 2,600,000 | \$ 20,000 |
| FY2019-20 Oprs. Budget (Proposed Revision) | \$ 2,675,000 | \$ 2,250,000 | \$ 425,000 |

Moved by: Van Zetten
Seconded by: Hemingway

Duistermars – Yes
Giesler – Yes
Gisinger – Yes
Hemingway – Yes
Van Zetten – Yes

The motion passed.

c) Motion to approve the proposed FY2020-21 Bond Debt Budget for our 2019-2039 Bonds which allows for the millage rate to be reduced from the current 1.25mills to 1.24mills.

Moved by: Hemingway
Seconded by: Van Zetten

Duistermars – Yes
Giesler – Yes
Gisinger – Yes
Hemingway – Yes
Van Zetten – Yes

The motion passed.

Huisingh noted pending legislation which proposes tax payment deadline extensions may have the unintended affect of creating a HACSPA deficit for payments to bond holders. Huisingh will watch results and advise the Board of necessary action if required.

d) Motion to approve the proposed FY2020-21 Operations Budget which attempts to comprehend the current COVID-19 shutdown and without knowledge of re-opening options or dates.

| | Rev | Exp | Net |
|----------------------------------|--------------|--------------|------|
| FY2020-21 Oprs. Budget (current) | \$ 2,100,000 | \$ 2,100,000 | \$ 0 |

Moved by: Gisinger
Seconded by: Hemingway

Duistermars – Yes
Giesler – Yes
Gisinger – Yes
Hemingway – Yes
Van Zetten – Yes

The motion passed.

e) Motion to pay the MERS Retirement Fund for Defined Benefit Employees a one-time additional payment of \$30,000 to address the current underfunding condition within this retirement plan group and as a result of MERS adopting more conservative plan assumptions .

Moved by: Gisinger
Seconded by: Hemingway

Duistermars – Yes
Giesler – Yes
Gisinger – Yes
Hemingway – Yes
Van Zetten – Yes

The motion passed.

Duistermars was excused from the meeting at 5:00 p.m.

f) Motion to accept \$31,754.56 from donations provided to the HCAC Foundation and apply towards the proposed HACSPA Renovation and Expansion Project additional and Master Plan items; (Track, Lobby, Covered Entrance, Fitness)? These funds are currently held within HACSPA's FY2019-20 revenue and are listed as part of the

positive fund balance for FY2019-20. If approved, these funds will be transferred from HACSPA's positive net performance stated above into the HACSPA Construction Project for additional and Master Plan items (Track, Lobby, Covered Entrance, Fitness)

Moved by: Hemingway
Seconded by: Van Zetten

Duistermars – Yes
Giesler – Yes
Gisinger – Yes
Hemingway – Yes
Van Zetten – Yes

The motion passed.

g) Motion to transfer \$49,496.44 of restricted donations provided by donors to HACSPA for the express purpose of adding to the HACSPA Renovation and Expansion Project for additional and Master Plan items; (Track, Lobby, Covered Entrance, Fitness) These funds are currently held within HACSPA's FY2019-20 revenue as restricted donations and are listed as part of the positive fund balance for FY2019-20. If approved, these funds will be transferred from HACSPA's positive net performance stated above into the HACSPA Construction Project for additional and Master Plan items (Track, Lobby, Covered Entrance, Fitness)

Moved by: Hemingway
Seconded by: Van Zetten

Duistermars – Yes
Giesler – Yes
Gisinger – Yes
Hemingway – Yes
Van Zetten – Yes

The motion passed.

h) Motion to transfer \$19,286.95 of restricted donations provided by donors to HACSPA during FY2019-20 for the express purpose of specific programming within HACSPA to the FY2020-21.

Moved by: Hemingway
Seconded by: Van Zetten

Duistermars – Yes
Giesler – Yes
Gisinger – Yes
Hemingway – Yes
Van Zetten – Yes

The motion passed.

i) Motion to transfer \$250,000 of HACSPA's Fund Balance into the HACSPA Renovation and Expansion Project for additional and master plan items; (Track, Lobby, Covered Entrance, Fitness) as support and seed funding to allow for inclusion of these projects into the current HACSPA Renovation and Expansion Project with the intent of these funds being reimbursed to HACSPA's Fund Balance by the HCAC Foundation Campaign as donations for these additional items are achieved.

Moved by: Hemingway

Seconded by: Gisinger

Duistermars – Yes
Giesler – Yes
Gisinger – Yes
Hemingway – Yes
Van Zetten – Yes

The motion passed.

Note: HACSPA's Executive Director, Owner's Rep and Construction Manager have defined Bond proceeds interest, project contingency, scope revisions and improvements to budget quote estimates as additional items to support these additional items while philanthropy and partnership support is achieved.

9. Executive Director Update

- The Aquatic Center remains closed to the public.
- Downtime is being utilized for extensive repainting, repairs & maintenance and renovation projects.
- Staff planning for appointment-based balanced programming with specific C-19 protocols continues.
- Huisingh was asked by the Gov's office to participate and contribute into the; Michigan Department of Labor & Economic Opportunity Task Force to prepare; *Department of Labor and Economic Opportunity Proposed return to work guidelines for Public Pools*. This report incorporated guidelines from the CDC, USA Swimming and other Aquatics organizations and was completed and accepted by Gov. Whitmer on June 11, 2020 to provide guidance for opening "indoor" and "outdoor" pools in Michigan.
- Some employee training regarding HCAC's COVID-19 accommodation and re-opening plan was achieved the week of June 15. However, due to a resurgence of C-19 cases in lower Michigan, re-opening of indoor pools remains unknown.
- Huisingh thanked the Board for their continued support provided to the organization.

10. Other Business and Issues

There were no other issues.

11. Adjournment

The Board was adjourned by Giesler at 5:18 p.m.

Respectively Submitted,

Darrin Duistermars
Secretary