



## Minutes

### Holland Area Community Swimming Pool Authority Regular Meeting - Holland, Michigan, July 16, 2020

The Authority Board met in regular session on Thursday, July 16, 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): Candis DeBoer (Zoom), Eva Dean Folkert (Zoom), Darrin Duistermars (Zoom), Sara Giesler, Jack Gisinger, and Tim Hemingway

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

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 4:00 p.m.

#### 2. Approval of Agenda

The agenda was approved by general consensus.

#### 3. Public Comments

There were no public comments.

Giesler welcomed newly appointed City of Holland Board members Candis deBoer and Eva Dean Folkert, and provided introductions. The City has also appointed Tim Hemingway to the HACSPA Board for a second term.

#### 4. Approval of Minutes of the June 25, 2020, Board Meeting

Motion to approve the minutes of the June 25, 2020, Board Meeting, as written.

Moved by: Hemingway

Seconded by: Gisinger

The motion was tabled until the August 20, 2020 meeting.

Note: Board appointees deBoer, Folkert, and Hemingway have not been sworn in by the City of Holland and were unable to vote.

#### 5. Next Gen Project Status Update

Maybury provided the Board with a construction project update including:

- a) Project Safety Status report
- b) Philanthropic Video +\$3.0M (Track, Expanded; Lobby, Canopy and Fitness)

- c) Architectural & Design Intent Videos
  - i. Lobby to pool
  - ii. Pools
  - iii. Mezz and Track
- d) Current project pictures composition
- e) Project schedule and budget update
- f) Next steps

## **6. HCAC Foundation Update**

- a) HCAC Foundation Philanthropy Goal is +\$3.0M
  - i. Add 2nd floor indoor track per AMDG/OLC Master Plan Design
  - ii. Add expanded lobby and entry canopy per AMDG/OLC Master Plan Design
  - iii. Add expanded 2nd floor fitness center / class room per AMDG/OLC Master Plan Design
  - iv. HCACF Cabinet Leads and Board Meeting Tuesday, July 13, 2020
  - v. HCACF to focus efforts on achieving the \$3.0M Campaign Goal and adding value to current build

## **7. HACSPA Executive Committee**

Giesler provided an update on Executive Committee activities, as follows:

- a) The Executive Committee has provided the Executive Director with an annual performance review. Results were very positive in all areas. The Board appreciates the leadership that Executive Director Huisingsh continues to provide.
- b) Motion to approve updated Vacation Leave policy P-HR-001 as presented. Motion tabled until the August 20 meeting.
- c) Giesler requested that the Board schedule a retreat. The date of Oct. 16, 2020, has been set as tentative.

## **8. HACSPA Finance Committee**

Gisinger provided the Board with several motions that will be tabled until the August meeting. Construction work that is currently being performed will continue to proceed under the provisions of the letters of intent.

## **9. Executive Director Update**

- a) Huisingsh advised that the City of Holland has appointed two new City of Holland residents to our HACSPA Board: Eva Dean-Folkert and Candis deBoer. Board Orientation will be provided by Huisingsh and Board Chair Giesler.
- b) HCAC remains closed due to Executive Order. Outdoor public pools throughout the State may open at 50% of capacity and indoor pools in the Upper Peninsula and upper portion of the lower peninsula are allowed to open at 25% capacity.

- c) Gov. Whitmer has received a HACSPA request to re-open with Statewide guidelines developed through the Dept. of Labor and Economic Opportunity: Proposed return to work guidelines for Public Pools.
- d) Some indoor pools have defied the Executive Order and opened for swimming lessons and swim team practices. Huisingsh has been advised that local authorities are aware with actions unknown. Board members expressed a general consensus of their intent to remain closed until the Executive Order is lifted.
- e) HCAC has furloughed most staff, with the exception of a small group of employees to maintain State requirements for pools, maintenance, and administration.
- f) HCAC is prepared to re-open when allowed, and systems are in place to allow appointment-based visits to support community fitness and wellness with swim, dive and fitness programming. COVID-19 response plans have been developed including proper physical distancing and the wearing of masks indoors except for in-pool use.
- g) Fiscal Year 2020-21 has begun with no guidance for a re-opening timeframe in weeks or months.
- h) HCAC Administration will continue for the foreseeable future with minimal staffing, minimizing operational expenses and utilizing fund balance reserves. HCAC has been unable to receive any CARES national or State Funding due to Governmental Entity status.
- i) Prior to the COVID-19 pandemic, HACSPA was performing at record income and usage levels, and daily use, memberships and partnerships were exceeding plans and at record levels.
- j) HACSPA received an expected PPT State Reimbursement early in the fiscal year which was used to retain some staffing through the COVID-19 shut down.
- k) The negative effect of COVID-19 on HACSPA's net income and following reductions in expenses exceeded \$250,000.
- l) HCAC will be audited shortly and we expect to achieve and exceed our FY2019-20 budgeted net income through reductions in expenses, philanthropy achieved, and staffing furloughs.
- m) Significant facility upgrades have been completed with repainting and refurbishment during this downtime. All pools have been drained to reduce expenses, with the exception of the 50M pool.
- n) Ongoing construction is achieving its plans and projects have been expedited to complete during this current shutdown period.
- o) HCAC has placed money into fund balance reserves over the past six years, which has allowed the ability utilize the necessary funds during the pandemic. The Authority is thankful for strong support from its tax base, philanthropists, and partners.
- p) Bouws City Pool is open at 50% capacity. HCAC reached out to offer free swimming lessons at the outdoor pool during COVID, but pool space was not available.

## 10. Other Business and Issues

- There are plans underway for a groundbreaking event. A tentative date has been set for August 27, 2020.

- The Executive Committee has received and will review a proposal for services from Boileau Communications to provide rebranding services.
- Gisinger (Finance Committee Chair) has provided Husingh with authorization to move forward with the FY2019-2020 Audit process with Kiekoover, Scholma & Shumaker, PC.

## **11. Adjournment**

The Board was adjourned by Giesler at 5:17 p.m.

Respectively Submitted,

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Darrin Duistermars  
Secretary