



Minutes

Holland Area Community Swimming Pool Authority Meeting
Holland, Michigan, August 19, 2021

The Authority Board met in special session on Thursday, August 19, 2021, at 3:00 p.m. The meeting was held at 550 Maple Avenue in Holland.

Board Members Present: Darrin Duistermars, Sara Giesler, Tim Hemingway, Ron Hemmeke and Steve Sisson

Board Members Absent: Candis deBoer, and Eva Dean Folkert

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 3:05 p.m.

2. Approval of Agenda

Motion to approve the agenda, as proposed.

Moved by: Hemingway

Seconded by: Duistermars

Vote: 4-0

3. Public Comments

There were no public comments.

4. Approval of Minutes of the June 24, 2021, Board Meeting

Motion to approve the minutes of the June 24, 2021, Board Meeting, as written.

Moved by: Hemingway

Seconded by: Duistermars

Vote: 4-0

5. Next Gen Project Status

Maybury provided the Board with a construction status update including:

- a) Renovation work in the 1968 Instructional Pool is scheduled to be completed by 10/15/2021.
- b) Crews are working to level the east side of the parking lot and prepare for a base surface.
- c) The team will need a decision on the snow melt phasing opportunities and approvals in order to proceed with preparations.

6. HCAC Foundation Report

Huisingh provided the Board with an update of HCACF activities:

- a) Motion to approve naming opportunities including Sterken and George donations.

Moved: Hemingway
Seconded: Duistermars
Vote: 4-0

- b) Options for material to support a donor wall are being considered.
- c) The remaining gap to achieve the Campaign Goal is \$1,100,000 and tours continue with community members and potential supporters.

7. HACSPA Committee Reports

- a) **Safety and Communications Committee** – Duistermars presented the process that the Committee has followed in order to identify an appropriate facility tag line to go along with the recently adopted logo.

- i) Vince Boileau provided the Board with a review of the brand book that was recently developed by the committee with the assistance of Boileau Communications.

Motion to move forward without designating a tag line, and ask the Board revisit the issue when the Board members feel that a tag line would add value to the brand.

Moved: Hemingway
Seconded: Duistermars
Vote: 4-0

- ii) Motion to require complete adherence to the Brand Standards Guide that has been approved by the Committee, to be enforced by the Executive Director.

Moved: Giesler
Seconded: Duistermars
Vote: 4-0

Note: Hemmeke entered the meeting at 4:00 p.m.

- b) **Executive Committee** – No report.

- c) **Finance Committee** - Hemingway

- i.) Motion to approve PCCO #8 totaling \$357K in construction additions including; \$132K of available funds between the current budget and the approved budget, \$115K in available allowances, and \$110K in construction contingency.

Moved: Hemingway
Seconded: Duistermars
Vote: 5-0

- ii) Motion to approve an additional \$350K in funding to support the expanded fitness space and administrative office renovation. Funding to be provided by philanthropic support.

Moved: Hemingway

Seconded: Giesler
Vote 5-0

8. Executive Director Update (Huisingh)

- a) FY2020-2021 net income will exceed \$200,000 versus a plan of break even.
- b) Income exceeded the budget plan by approximately \$100,000 and expenses were held below plan by approximately \$100,000.
- c) The FY2020-21 audit is underway.
- d) Expenses included capital and maintenance repair exceeded 12% of total expenses.
- e) Total expenses are aligning well with industry projections for aquatics venues of our size. Note: projected Aquatics facilities expenses are expected to rise by over 8% for FY2021-22.
- f) Taxes increased by \$50K or about 4% and represent approximately 60% of the income for the facility.
- g) Daily fee income was down more than 75% from the previous year.
- h) Instructional revenue increased by 56% due in part to a high demand for private instruction.
- i) Fitness revenue decreased by over 34% from the previous year.
- j) Membership revenue decreased by over 30% from the previous year.
- k) Total expenses were held below plan and were down approximately 12% from last year.
- l) Labor & benefits represent nearly 60% of facility operations expenses.
- m) Utilities represent about 12% of expenses for the facility.
- n) Purchased services represented about 5% of facility operations expenses
- o) FY2021-22 is underway and we continue to struggle with COVID-19 related implications for our youth and adults. Our membership is returning and programs are growing but questions about COVID requirements create problems for planning.
- p) Our Instructional Pools are currently undergoing renovation with estimated completion by 10/19/2021. This is causing challenges for each user group our Aquatic Center services.
- q) The HCAC agreement with Mary Free Bed is completed and services are being provided to the community through this partnership.
- r) We are completing and have received intent agreements for multi-year contracts with our school partners for their competitive programs,
- s) The Construction Project is on time and within approved budgets and plans continue to open the new community warm-water, fitness and wellness addition in January of 2022.
- t) Upon completion of the community space, HCAC will shut down the current "Splash Zone" and replace it with a new 5-lane, 25-yard deep/shallow training pool including 2 new 1M diving boards!

10. Other Business and Issues

- a) Next HACSPA meeting is scheduled for 9/23/21 at 4:00 p.m.
- b) The Board agreed to continue following Ottawa County Health Department requirements in reference to mask requirements.

11. Adjournment

Giesler adjourned the meeting at 4:55 p.m.

Respectively Submitted,

Darrin Duistermars
Secretary