

Minutes

Holland Area Community Swimming Pool Authority Meeting

Holland, Michigan, November 18, 2021

The Authority Board met on Thursday, November 18, 2021, at 4:00 p.m. The meeting was held at 550 Maple Avenue in Holland.

Board Members Present: Candis deBoer, Darrin Duistermars, Eva Dean Folkert, Tim Hemingway, and Ron Hemmeke,

Board Members Absent: Sara Giesler and Steve Sisson

Staff Present: Executive Director, Jack Huisingh, General Manager, Amanda Duimstra, and Community Wellness Manager, Rachel Schlatter

Others Present: Greg Maybury, HCAC Owner's Representative

1. Call to Order

Duistermars called the meeting to order at 4:04 p.m.

2. Approval of Agenda

Motion to approve the agenda, as proposed.

Moved by: Hemingway
Seconded by: Hemmeke
Vote: 4-0

3. Public Comments

There were no public comments.

4. Approval of Minutes of the October 21, 2021, Board Meeting

Motion to approve the minutes of the October 21, 2021, Board Meeting, as written.

Moved by: Hemingway
Seconded by: Folkert
Vote: 4-0

Note: deBoer joined the meeting at 4:06 p.m.

5. Next Gen Project Status

Maybury provided the Board with a construction status update including:

- a) The project continues to achieve a clear safety record.
- b) The team remains on schedule for completion in late summer 2022 and is within budget.
- c) Resolution of PCCO#10 – within the Board approved +\$290,877.63.
- d) Current focus of work is on finishes, tile, window placement and pool testing.
- e) The new Slide is in place and ready for the certification process.
- f) Mechanical Rooms
 - Chemical – Final details are being completed and water will be in the pools within 2 weeks.
 - Mechanical – HVAC systems testing, balancing, and training is underway.
 - Video recording has been achieved for future training purposes.
- g) The team continues to plan the Chemical Room consolidation and is moving forward with design.
- h) The Board thanked Maybury for his leadership of the construction team.

6. HCAC Foundation Report

Huisingh provided the Board with an update of HCACF activities:

- a) Naming Authorizations – Motion to approve naming opportunities including, The Nelis Family, the Heeringa Family, and West Michigan Community Bank.

Moved by: deBoer

Seconded by: Hemingway

Vote: 5-0

- b) The HACSPA Board recommended virtual donor recognition on the website for all donors support. It was also recommended that all donors at a \$1,000 or higher level be recognized on the donor wall in the lobby.

7. HACSPA Committee Reports

- a. **Executive Committee** – Duistermars reported for the Executive Committee
 - i. Giesler is continuing work on a Board member handbook.
 - ii. Giesler is planning a Board retreat.
 - iii. The Committee requests it's Executive Director proceed with Staff Development through the use of KOLBE evaluations.
 - iv. The Committee reviewed and agreed with rate changes considering ongoing Covid expectations and requirements along with increasing labor and expense inflation.

- a) **Finance Committee** – Hemingway reported for the Finance Committee.
- i) Motion to approve PCC010 in the amount of \$290,877.63, which continues to remain within the current HACSPA Board construction project budget of \$28,715,421.

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

- ii) Motion to approve design completion to allow for final pricing for a consolidated chemical management room, not to exceed \$20,000, with an estimated cost of construction of \$330,000.

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

- b) **Safety and Communication Committee** – Nothing additional to report.

8. Executive Director Update (Huisingsh)

- a) Staff Manager Focus - Rachel Schlatter, HAC Community Wellness Program Manager, provided and update on the program including; fitness classes are growing, new community wellness space layout, and new programming strategies. HAC is seeking additional instructors and looking to hire a full-time assistant manager. HAC is seeking additional labor to support all programs.
- b) Operations are overperforming against the plan of +\$200K with higher expenses and higher revenues.
- The organization is experiencing significant labor and utilities expense increases.
 - 2022 rate adjustments are scheduled for January.
- c) The HAC team is preparing for:
- Large swim meets during construction.
 - Leisure pool shut down on Nov. 27, 2021.
 - MHSAA High School Girls State Meet this coming weekend.
 - 50M shut down immediately following the MIAA Championships, MHSAA D1 Boys High School meet, and USA 13 & Under Long Course meet.
- d) A timeline for renovations of the 1998 50-meter pool continues to be developed. The pool is expected to be closed for renovations for up to 4 weeks in spring of 2022.

9. Other Business and Issues

- a) The Finance and Executive Committees will meet on December 1.

b) The next Board meeting is Thursday, Dec. 16 at 4:00 p.m.

10. Adjournment

Motion to adjourn the meeting at 5:35 p.m.

Moved by: Hemmingway

Seconded by: Hemmeke

Vote: 5-0

Duistermars adjourned the meeting at 5:35 p.m.

Respectively Submitted,

Darrin Duistermars
Secretary