



MINUTES OF THE
BOARD OF DIRECTORS OF THE
HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
REGULAR BOARD MEETING

February 7, 2018

The Regular Board Meeting of the Board of Directors was called to order by Board President, Sara Giesler at Holland Community Aquatic Center, 550 Maple Ave, Holland, MI.

Present: Darrin Duistermars, Ron Hemmeke, Jack Huisingh (Executive Director), Sara Giesler, Wendy Willoughby, and Matthew VanZetten

Absences: Dennis Gradler, Sarah LeFebre, and Ben Farkas (Ex-Officio)

1. Call to Order

The meeting was called to order by Chairperson, Sara Giesler at 6:05 p.m.

2. Approval of Agenda

Mrs. Giesler requested the report from Mary Slafkosky of Kennari Consulting be removed from the agenda, and a report be provided by Mr. Huisingh instead. Mrs. Willoughby motioned to approve the agenda as modified and was seconded by Mr. Duistermars. The modified agenda was approved by a vote of 4-0

3. Recognition of persons wishing to address the Board

There were no persons wishing to address the board.

4. Approval of Minutes: December 7, 2017

Mr. Duistermars motioned to approve the minutes of the regular meeting on December 7, 2017, and was seconded by Mrs. Willoughby. The minutes were approved by a vote of 4-0.

5. Committee Reports

a. Special Committee; The Planned HACSPA Next Gen Concept Proposal RFP

Mrs. Giesler reviewed the process for architecture and engineering reviews, interviews, visits, reference checks, and selection of architecture and engineering firm proposals. The committee received nine architecture and engineering firm proposals for review. The committee reviewed and then reduced the nine proposals to four firms for interviews, site visits, and reference checks. Committee members achieved several visits including; Windsor International Aquatic and Training Centre, Mary Free Bed YMCA, and MVP Sports Clubs. They provided a thorough process and selected the top firm by unanimous decision. Mrs. Willoughby reported the selected firm benefits including specialization and differentiation from typical area aquatics venues. They also provided strong marketing and signage capabilities. Finally, their presentation and references were preferred. Mr. Hemmeke stated that the selected firm provided a convincing business model, needs assessment, and community understanding. They were recognized as the stand out group that will provide thorough services in every area needed. The committee consisted of: Sara Giesler, Ron Hemmeke, Wendy Willoughby, Jack Huisingh, Larry Scott, Brett Roach, Steven Spoelhof, Josh Spencer, and Amanda Duimstra. Mrs. Giesler announced the selection of HCMA, as the firm selected and the primary consultant in aquatics, along with partner architect, Quinn Evans of Ann Arbor.

Mr. Huisingh provided reference checks for HCMA with outstanding aquatics reviews, customer oriented consulting, and experience working within specific cost-restraints. Several members of the committee will attend a two-day scheduled visit to Vancouver to tour additional facilities. Members of the Selection Committee will visit, tour, and complete contract details with HCMA/Quinn Evans. The current proposal is \$120,000. Mrs. Giesler requested that the Board consider approval of the HCMA bid, including partner Quinn Evans at \$120,000. This amount would be provided out of fund balance, with additional potential for fundraising. Mr. Duistermars motioned to approve as requested and was seconded by Mrs. Willoughby. Mr. Van Zetten noted that a structured process was followed. The motion was approved by a vote of 5-0.

b. Personnel Committee: HR FMLA & Sick Leave Policy Revision

- i. HCAC General Manager, Amanda Duimstra, provided a brief explanation of revision to policies P-HR-009 FMLA Rev B and P-HR-004 Sick Leave Rev E. Mr. Van Zetten motioned to approve both policies as written, and was seconded by Mrs. Willoughby. The policy revisions were approved by a vote of 5-0.
- ii. Note: Mr. Duistermars was excused from the meeting at 6:40 p.m.

c. Executive Committee

- i. HACSPA Operational Millage renewal – May 8, 2018
Mrs. Giesler noted that ballot wording has been approved by all Holland Public School District taxing units and the Board is ready to proceed. The deadline to be included in the May election is February 14, 2018. HACSPA will be required to pay polling location and election costs estimated at \$25,000 for this election.

The Board discussed campaign strategy, public messages, and the hiring of a marketing consultant. The Board advised Mr. Huisingsh to pursue the appropriate methods.

- ii. Mr. Huisingsh provided an update from discussions with Kennari Consulting. He will continue working with Mary Summers, to help with foundation committee experience with foundations boards.
- iii. Foundation board update: Mr. Huisingsh is working with legal to revise and set up infrastructure for our HCACF (501c3).

d. Finance Committee: FY2017 -18 Budget Status

HACSPA Operational Status – The facility and organization is running better than last year, and membership continues to increase. Daily fees for non-residents will increase by 50 cents per visit, on March 1, 2018. The Board recognized the need to balance resident, non-resident fees and membership fees.

- i. HACSPA Debt Status – The Authority is collecting less debt this year and there is a reduction in total revenues. Discussion continues as to how to allocate a personal property exemption reimbursement check that was provided by the State of Michigan as a Debt Fund reimbursement.
- ii. HACSPA Next Generation Status

6. HCAC Executive Director Update

Mr. Huisingsh advised that contracts for competitive swimming and diving services with Holland Public Schools and Holland Christian Schools expired on January 31, 2018. The Board supported options from 1 to 3 year contracts to be negotiated by Huisingsh with each school. The schools have requested a negotiation extension and additional discussion. It is anticipated that an agreement will be reached within the next month.

Note: Mr. Van Zetten was excused from the meeting at 7:20 p.m.

8. Other Business & Issues

There were no other issues.

9. Adjournment

The meeting was adjourned by Mrs. Giesler at 7:25

Darrin Duistermars, Secretary