

**LAKE MISSION VIEJO ASSOCIATION
BOARD OF DIRECTORS MEETING
June 14, 2016**

MEETING: Upon notice duly given and received, this meeting of the Lake Mission Viejo Association Board of Directors was held at the Lake Administration Building. The meeting was called to order by Dale Tarkington at 7:02 PM.

Board Members Present: Dale Tarkington, Vice President
Diane Hufstedler, Vice President
Fred Mellenbruch, Secretary
Bill Ernisse, Treasurer

Staff Members Present: Kevin Frabotta, General Manager
Dave Kerr, Administrative Manager
Bryant Watilo, Operations Manager
Janice Chandler, Human Resources Manager
Jim Turner, Aquatics Manager
Kevin Iverson, Controller
Norma Risher, Billing Specialist

Others Present: P. Coyle, R. Simenz, N. Schmidt, J. Anchell, C. Rothen, K Abele, F. Fossati, G. Coniglio, D. Bunts, S. Garland and A. Cook.

Minutes: Fred Mellenbruch made a motion to approve the minutes of the May 10, 2016 Board Meeting. Second, Diane Hufstedler. Dale Tarkington stated that these were the corrected minutes being approved. Vote Carried 4-0-0 (Kevin Pennington was not present at the meeting)

Members Forum: None

Delegates Forum: Delegate Pat Coyle addressed the Board and complimented LMVA staff for their excellent work.

Special Presentations: APW/ Don Bunts, Chief Engineer SMWD

Don Bunts addressed the Board and gave a brief progress report regarding the APW Project. Mr. Bunts stated that the district was moving forward with construction plans for the project and hoped to have water flowing sometime in August of 2016. Mr. Bunts complimented LMVA for helping to move the project along quickly and stated that we were a “Shining Star” in regard to conversion to recycled water in the state. Kevin Frabotta stated that a tentative date for a ceremony to celebrate the Grand Opening of the project has been set for August 11th.

Website Update

Scott Garland of MediaBlend addressed the Board and provided a preview of the homepage of the website conversion. Mr. Garland explained the layout which was displayed on the large screen in the Board room and stated that the website will be tablet and smart phone friendly. The Board asked several questions regarding tabs and access to various features of the website. Mr. Garland stated that with the big picture piece approved he could now start to focus on the details behind each tab on the homepage.

Directors Report: None

Treasurer's Report:

Treasurer Bill Ernisse stated that the Lake Mission Viejo Association financial statements through May 31, 2016 were available for members in print form.

The Lake Mission Viejo Association financial statement through May 31, 2016 shows:

Actual revenue	\$ 2,943,669
Gross Income	2,931,417
Actual Operating Expenses	2,622,574
Net Income	308,843
Budgeted Net Income	105,373
Total Investments	7,412,734
Total Operating Cash on Hand	124,187
Interest Income	19,467

- Accruals (not including payroll) equal \$122,382 for the month.
- In the last 12 months we have written off \$8,756 in bad debts.

Committee Reports:

Landscape Committee: Bill Ernisse stated that the committee had met during May and would have details regarding the upcoming bid process for the 2017 landscape contract.

Election Reform Committee: Dave Kerr stated that proxies and letters had been mailed to all Non Sub association delegate district homes regarding the fall elections. Mr. Kerr stated that he had heard back from 9 members interested in becoming delegates and would be providing blank proxies and maps to all members interested in pursuing delegate election for their district in the fall.

Long Range Planning Committee: Diane Hufstedler stated that three General Contractors were preparing bids for submittal by 7/01/16 for presentation to the Board at the July meeting in regard to the Tackle Box, Elevator and North Beach parking lot project.

Manager's Reports: General Manager, Operations Manager, Administrative Manager, and Human Resources Manager, Aquatics Manager reports were presented to the Board.

Old Business: Landscape Irrigation Conversion

Operations Manager Bryant Watilo gave a brief update on the conversion of landscape irrigation to recycled water in the North Beach and East Beach parks.

New Business: Junior Sailing Proposal

Rod Simenz, Director of the Junior Sailing Program asked the Board for permission to sell advertising on sabot sails to raise funds for purchase of new sails for the program. Mr. Simenz stated that he was hoping to sell the advertising rights for \$1,000 per sail with a goal to purchase 4 sails for the program. A general discussion took place among the Board in reference to setting a precedent that other groups may want to challenge. Mr. Simenz was asked to come back at future meeting to ask the Board to fund the purchase of the sails from a LMVA account.

Purchase of a Vantage Mini Dumpster / Reserve Account

Operations Manager Bryant Watilo presented 3 bids for purchase of a Vantage Mini Truck Dumpster that has been in service since 2007. Mr. Watilo stated that staff recommends purchase of the truck from Vantage Vehicle International Inc. for an amount not to exceed \$17,104.48 with funds to come from Reserve Account 2046, Category 100 Mini Truck/Carts. Bill Ernisse made a motion to approve the purchase as stated. Second, Diane Hufstedler. Vote Carried 4-0-0.

Purchase of Picnic Tables / Benches / Reserve Account

Operations Manager Bryant Watilo presented a proposal to replace 40 picnic tables (Playworld #ZZZXX1404 8' tables) and 10 benches (#ZZXX1404 6' benches) from Dave Bang Assoc. Inc. for an amount not to exceed \$46,448.69 with funds to come from Reserve Account 2046, Category 130 Recreation Structures. Mr. Watilo stated that with this purchase we will have replaced 62 of the 109 existing tables with the balance of the tables to be replaced in 2017. Fred Mellenbruch made a motion to approve the purchase as stated. Second Bill Ernisse. Vote Carried 4-0-0.

Approval of Dam Monitoring Contracts

General Manager Kevin Frabotta presented contracts for Geotechnical Monitoring from URS (now Aecom) and Survey work from Henkels and McCoy. These contracts represent their scope

of services for the annual monitoring of the dam, which they have provided to LMVA for the past 38 years. The expense is part of our Professional Fees budget within the Operating Budget. The contract includes project management, survey work and preparation of an engineering report and submission of same to the California Division of Safety of Dams. Bill Ernisse made a motion to approve the contracts as presented. Second, Diane Hufstedler. Vote Carried 4-0-0.

Adjournment: There being no further business, this meeting of the Lake Mission Viejo Association was adjourned at 8:50 PM.

Attest: _____, Secretary