

**LAKE MISSION VIEJO ASSOCIATION  
BOARD OF DIRECTORS MEETING  
October 9, 2007**

**MEETING:** Upon notice duly given and received, this meeting of the Lake Mission Viejo Association Board of Directors was held at the lake offices. The meeting was called to order by Jeff Miklaus at 7:13 PM

**Board Members Present:** Jeff Miklaus, President  
Jane Chadburn, Vice President  
Sid Wittenberg, Treasurer  
Fred Mellenbruch, Vice President and Diane Lincoln, Secretary are absent.

**Staff Members Present:** Howard Sandler, General Manager  
Dave Kerr, Administrative Manager  
Chris Graham, Operations Manager

**Others Present:** A. Cook, J. Sperber, T. Musolino, R. Simenz, N. Schmidt, S. Krinitt, P. Krinitt, A. Glasky, T. Hoadwonic, M. Bender, Karel Kriz, A. Virdinis, A. Waugh, W. Hugelshofer.

**Minutes:** Motion duly made by Sid Wittenberg and seconded by Jane Chadburn to approve the minutes of the September Board Meeting. Vote carried: 3-0-0.

**Disciplinary Hearing:** None

**Members' Forum:** Daniel Dobbs requested the Board's consideration for possible use of LMVA property to hold an Appreciation Day for USMC 1<sup>st</sup> battalion soldiers and their families sometime in March or April of 2008. Proposed activities would include fishing, boating, barbequing and volleyball, with fees for all being waived. The Board indicated that staffing would be a factor in the Lake's ability to handle attendance activity exceeding normal levels at that time of year; however supported the idea of supporting our troops. That said, they directed Staff to determine needs related to hosting the event, and then to bring same to the BOD for approval.

**Delegate's Report:** None

**Special Presentation:** None

**Director's Report:** None

**Treasurer's Report:** The financial statements for month ending September 30, 2007 were distributed. The financial information discussed was contained in the statements.

Sid Wittenberg reported:	Actual revenue of	\$4,979,935
	Gross Income of	4,793,014
	Actual operating expenses of	4,419,603
	Capital Expenditures	34,760

Net Income	338,651
Budgeted Net Income	(112,106)
Total Investments	6,303,773
Total Operating cash on hand	215,545
Interest Income	211,829

Nine months into the year, our budget is working as designed. There are no expense trends indicating any problems.

## **Manager's Reports:**

### **GENERAL MANAGER'S REPORT**

#### **FINANCIAL (Revenue · Cost · Reserve · Audit)**

- 2008 Operating Plan reviewed with BOD at 9/11 Budget Planning Meeting.

#### **HR / LABOR TOPICS**

- Operated with 13 fewer active employees in September '07 compared to same month of '06 and 14 less than in September '05. Even with impact of merit increases and COLA, part time payroll reduced by \$9.2K versus 9/06.
- Interviews conducted on 9/20 for Marina Operations Supervisor position.
- General Accounting Clerk position structured to fill Billing Coordinator vacancy.

#### **MEMBER / COMMUNITY RELATIONS**

- Annual letters sent to non-sub association district delegates indicating whether or not their districts have reached quorums.
- BOD Handbook developed on schedule per targeted goal, and is included in your packet.

#### **SPECIAL EVENTS & RECREATION**

- Teen Scene event held on 9/7. Total attendance was 353; revenue @ \$3,640.
- Taste of the Lake revenue was almost \$25K, up approximately \$4K from 2006. LMVA share = \$8,300. "Taste"/Jazzfest gate attendance count was 2,647.
- Met with Bill Leach in follow up meeting on 9/12 to discuss specifics of Pelican Coast Event's proposed triathlon event. Discussion focused on logistics, staffing, cost recovery, facility rental fees and potential parking revenues. Spoke with Keith Ratay (City of MV) about LMVA's as well as the City's position on the proposed triathlon. Event seems to have some support within the Council, though cost issues are of concern. More homework yet to be done by staff before topic can be agendized for BOD vote.
- Boat rental activity up by 19.3% (439 boats) from September '06. Electric boats were +73%.
- 4 Clubhouse rentals scheduled for October. Facility rented twice in September.

#### **SAFETY & HEALTH (Incidents · Inspections · Etc)**

- Safety Committee Meeting held on 9/26 to review program progress and performance.

#### **SECURITY ISSUES**

- OC Sheriff Department called on 8/31 in response to a teenager's claim that another teen had raided his tackle box and removed gear.

#### **MAJOR PROJECTS / INITIATIVES**

- Construction related progress in September included: Meetings between Karel and the City Planning Department as well as OC Fire Authority. Corresponding departmental applications submitted and fees paid. Letter outlining the project description was also sent to Director of Community Development.
- Initial questions relative to MV policy, opinion, etc have been asked regarding placement of a new marquee.
- Additional inquiry and research was conducted to identify pos system components more compatible to current and future LMVA operational needs. Second opinion (experienced source) solicited.

### **CONTRACTUAL (Bids · Compliance · Etc)**

- Randy Hughes in process of gathering general liability insurance quotes. As previously mentioned, looking at potential change in policy start date as well as reduced rates.

## **ADMINISTRATIVE MANAGER'S REPORT**

### **BILLING/MEMBERSHIP DEPARTMENT**

- 630 accounts still outstanding for the current assessment period. 90-day certified late letters being prepared for mailing. Marty Bender (our collections attorney) holds another 200 files with assessments past due for multiple assessment periods.
- Foreclosures and Bankruptcy notices continue to appear as membership properties are lost by members who cannot meet their mortgage obligations.
- Membership counselors processed 4 new voluntary memberships during September.

### **ACCOUNTING DEPARTMENT**

- 4 CDs were purchased on 10/3 @ 4.75%. A copy of the current investment portfolio with Comerica Securities was provided in your packet.

### **MEMBER / COMMUNITY RELATIONS**

- Enclosed in your packet was some information from member Daniel Dobbs who addressed the Board during Members Forum regarding a request to hold an appreciation day for the USMC 1<sup>st</sup> Battalion soldiers of Pendleton and their families.
- Delegate District elections were held on Tuesday - 10/2. There were 4 quorums resulting in re-election of each delegate in their respective districts.
- Re-convene meetings were held earlier tonight at 7 pm for all non-sub association districts that did not meet quorum requirements on 10/2.
- The November Noticia is in production and will be in homes by 11/1 deadline to disclose the 2008 Budget.

### **SPECIAL EVENTS & RECREATION**

- Plans are underway for the 2<sup>nd</sup> Annual Forbidden Waters Catfish Tournament, scheduled for Saturday, 10/27 from 6-9 pm. There is a \$10.00 fee to enter. Kids up to 11 years of age make up one division and the teenagers from 12-18 are in the second group. There will be hot dogs and drinks for everyone who attends.

### **WEBSITE**

- September website statistics were provided in your packet. There was an 11.2% drop in visits versus September, 2006 with only 27,043 visits this past month. This was the first month in 2007 that we have experienced a decrease in year over year same month visits.

## **OPERATIONS MANAGER'S REPORT**

### **SPECIAL EVENTS / MEMBER-EMPLOYEE / COMMUNITY RELATIONS**

- The Mission Viejo Nadadores Lake swim on 9/24 was a success. 10 National swimmers and 14 Master swimmers started at 6:30 am. The National swimmers swam four miles in roughly 57 minutes and the Master swimmers swam 2 miles.
- Starting Sunday – 11/4, the last boat rented will be at 4:00 pm; due in at 5:00 pm.
- As of 9/30, East Beach was closed. Restrooms remain open for boaters.
- The LMV Yacht Club hosted its Fall Regatta on 9/23, and its Fall Invitational on 10/6. Tony Musolino, LMVYC Commodore, then provided a brief overview of event activities and participation.
- The 5<sup>th</sup> annual “Octo-boo-fest” Halloween event is set for Saturday - 10/20 from 1:00 – 4:00 pm.
- Electra Craft will be on-site on Saturday - 10/27 to provide boat cleaning services.

### **LIFEGUARDS / SAFETY & HEALTH (Incidents · Inspections · Etc)**

- The Lifeguard Department is cleaning up navigational aids in preparation for the upcoming fishing season.
- The Lifeguards have put away the floating towers, which were located outside the swim lines, for the winter and have shortened the North Beach swim area to help monitor swimmers.

**BIOLOGY / LAKE INFORMATION** (High 701.15 – Low 700.00 Operating Range)

Lake Elevation 700.31 feet above sea level  
 Surface Water Temperature 75-78 degrees  
 Secchi Visibility 32 feet

	<u>July</u>	<u>August</u>	<u>September</u>	<u>2007 Total</u> (Jan to date)	<u>07-08 Rain Season Total</u> (July 1, 07 – July 1, 08)
Purchased Water:	69 af	50 af	40 af	276 af	
Actual Rainfall:	0.00"	0.00"	0.32"	2.56"	0.32"
Usual Average Rain	0.04"	0.04"	0.14"	11.70"	0.22"

- A load of Channel Catfish will be planted into the Lake on 10/10 in preparation for the “Forbidden Waters” fish derby on 10/27. We will remain open to fishing during this stocking. Trout stocking arrangements are set, with the trout opener scheduled for 11/17.
- We are projecting 296 acre feet of water to be purchased in 2007 versus a budget of 260 acre feet.

**MAINTENANCE / BOAT RENTALS / LANDSCAPE / FACILITIES / TRAINING**

- September, 2007 Boat Rental Statistics and Landscape updates are included in your packet.
- The Maintenance Department did a nice job setting up and tearing down the 9/7 Teen Scene as well as the 9/15 Taste of the Lake and Jazzfest.
- Dock repairs continue as of 10/8.
- The Administration Building structural beam project started back up on 10/4.
- 40 new electric trolling motors were received in preparation of the upcoming fishing season.

**RECREATION**

- The Recreation Dept did a nice job with Teen Scene. Several compliments were received regarding the new drop off system for the kids.
- A special thanks to all restaurants that participated in this years Taste of the Lake.
- The Paint the Lake Art Exhibit was a hit once again. There were 12 artists receiving a total of 358 votes. First place went to Nancy Swan with 43% of the votes. We appreciate the participation of all artists and voters alike.

**OLD BUSINESS**

2008 Operating Budget

Jeff Miklaus provided a general overview of the revenues and expenses projected in the proposed 2008 Operating Budget, noting expense variables such as Lake Refill as well as Reserve Funding requirements. Mr. Miklaus then asked if there was a motion to approve the 2008 Plan. Motion made by Sid Wittenberg to approve. Second, Jane Chadburn. Vote carried: 3-0-0.

**NEW BUSINESS**

Water Quality Analyzer

Chris Graham stated that the existing Hydrolab Datasonde (Model 3) Water Quality Analyzer was purchased in October, 1995 for a total cost of \$9,025, and now due to its age, there is a lack of replacement parts available to service and keep this piece of equipment functional. As such, Mr. Graham requested

approval to purchase one new water analyzer. This water analyzer would be purchased from Hach Environmental for a cost of \$12,978.10 with funds coming from Reserve Account # 2046. Motion made by Jane Chadburn to approve. Second, Sid Wittenberg. Vote carried: 3-0-0.

**Adjournment:** There being no further business, this meeting of the Lake Mission Viejo Association was adjourned at 7:40 PM.

**Attest:** \_\_\_\_\_, Secretary