

**LAKE MISSION VIEJO ASSOCIATION
BOARD OF DIRECTORS SPECIAL MEETING
December 28, 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 Bill Ernisse at 12:01 PM.

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

Staff Members Present: Kevin Frabotta, General Manager
Dave Kerr, Administrative Manager
Bryant Watilo, Operations Manager
Jim Turner, Aquatics Manager
Kevin Iverson, Controller

Others Present: B. Ollry, D. Tayenaka and V. McCollum

Members Forum: Delegate Vickie McCollum asked if the prospective contractors provided references along with their bids. General Manager Kevin Frabotta stated that all bidders had provided references.

Old Business: Review Bids for North Beach Improvement Project and determine next steps.

President Bill Ernisse asked the Board if they would consider moving to New Business first as Operations Manager Bryant Watilo was downstairs making some copies for the Board. Everyone agreed and Mr. Ernisse called for the move to New Business.

New Business: Approval of purchase of new Breezeway Monitor and video system.

Controller Kevin Iverson presented 3 bids for a new media monitor for the Breezeway including a monitor, media player, signage, installation, parts and labor. Mr. Iverson stated that all 3 bidders had visited the sight prior to presenting their proposals. Staff recommended the bid from Perfected Innovations (Volutone) for an amount not to exceed \$11,114.00 with expense to come from Reserve Account 2046 – Category 30 Multi Media Monitor. Diane Hufstedler made a motion to approve the proposal as presented. Second, Bill Ernisse. Ms. Hufstedler asked why staff was not recommending the lower bid from Magnolia/Best Buy. Mr. Iverson stated that

after careful examination of the bids, staff had found that the Magnolia/Bet Buy bid was incomplete and that Perfected Innovations provided a complete solution that would work well within our network. A general discussion took place regarding the correct calculation of sales tax for the project from the bidders. Vote Carried 5-0-0.

Old Business: Review Bids for North Beach Improvement Project and determine next steps.

Operations Manager Bryant Watilo provided a brief history of the project over the past 6 months and stated that he felt that the current bids provided a viable project that would benefit the members and remain within the financial constraints of the Capital Expansion account. Mr. Watilo stated that pending approvals, the project would be scheduled to start on January 16, with a planned completion by Memorial Day weekend in May. Dale Tarkington asked about contingencies for the project. Mr. Watilo stated that \$900,000 for the project included a 15% contingency. Dale Tarkington made a motion to award the contract for the North Beach Parking lot project to DAI for an amount not to exceed \$900,000.00 including a 15% contingency and administrative cost. Mr. Tarkington asked to have monthly updates provided to the Board for the duration of the project. Second, Diane Hufstedler. A general discussion took place regarding various aspects of the project. Mr. Tarkington asked staff to make contingency plans for upcoming events during the duration of construction. Bill Ernisse asked staff to make the reasons for the project available to delegates and to post on the website. Delegate Don Tayenaka asked about the Tackle Box building portion of the project. Mr. Ernisse stated that the budget does not allow for both of these pieces of the project at this time. Mr. Watilo stated that the Tackle Box building is still a part of the Long Range plan project but will be placed on hold until funding is available. Vote Carried 5-0-0.

Adjournment: There being no further business, this special meeting of the Lake Mission Viejo Association Board of Directors was adjourned at 12:34 pm.
PM.

Attest: _____, Secretary