

**LAKE MISSION VIEJO ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2017**

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 Ernise at 7:00 PM.

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

Staff Members Present: Kevin Frabotta, General Manager
Bryant Watilo, Operations Manager
Jim Turner, Aquatics Manager
Janice Chandler, Human Resources Manager
Kevin Iverson, Controller

Others Present: P. Coyle, W. Broadhag, F. Fossati, L. Gilbert, R. Beckman, A. Waugh, B. Tighe, R. Tisdale, V. McCollum, S. McClure, T. Hoadwonic and R. Simenz.

Minutes: Fred Mellenbruch made a motion to approve the 01/10/17 regular meeting minutes Second, Dale Tarkington. Vote Carried 4-0-0. Kevin Pennington not present at the meeting.

Executive Session of the Board: None

Members Forum:None.

Delegates Forum: None

Special Presentations: FareHarbor Reservation System

Controller Kevin Iverson and Colton Kruze from FareHarbor presented a solution for a rental reservation program for Boat Rentals and Picnic Tables. A general discussion took place regarding membership database and how FareHarbor manages the database. Fred Mellenbruch asked about the verification process being a weak link that may allow for a rental that may not be from a valid member. Mr. Mellenbruch asked about having a pop-up feature to immediately verify membership. Mr.Kruze suggested a feature that would email each rental booking and then verify membership. Fred Mellenbruch expressed concern about the need for additional resources to verify identification. Dale Tarkington suggested a login at website for a pathway to access rentals. Kevin Frabotta stated that we still need check and balance at gate or rental window to verify rental. Mr. Kruze spoke about the “hyper efficiency” that would be achieved by using FareHarbor’s” merchant processor. A discussion ensued regarding credit card processing that includes pre-authorization of responsibility for damages to a boat acknowledgement. A general discussion regarding updating the database took place. Mr.

Frabotta stated that staff will be able to update the FareHarbor data set for LMVA on a daily basis. Mr. Kruse demonstrated an existing table reservation system they have under contract. The Board thanked Mr. Kruse for his time and stated that the FareHarbor proposal would be considered in New Business.

Directors Report: Treasurer’s Report:

Controller Kevin Iverson stated that the Lake Mission Viejo Association financial statements through January 31, 2017 were available for members in print form.

The Lake Mission Viejo Association financial statement through January 31, 2017 shows:

Actual revenue	\$ 578,582
Gross Income	577,704
Actual Operating Expenses	480,191
Net Income	97,513
Budgeted Net Income	46,571
Total Investments	7,643,448
Total Operating Cash on Hand	1,436,339
Interest Income	5,441

- Accruals (not including payroll) equal \$49,098 for the month.

In the last 12 months we have written off \$5,402 in bad debts.

Committee Reports:

Landscape Committee - Bill Ernise stated that the Landscape Committee had supervised planting of 15 new trees. Mr. Ernise also stated that the committee was continuing to evaluate re-landscaping the area behind the launch ramp and the horizontal boat storage area. The committee will be coming back asking for help with the area outside the biology building and the East Beach corner of Califia and Lanzarote and the entrance to the East Beach facility. We would like to have RJM give us an opinion on various projects to consider.

Election Reform Committee - No report

Long Range Planning Committee - Diane Hufstedler stated LRPC met on February 09th and considered future plans for the Tackle Box building. Ms. Hufstedler also stated that the planned consideration of additional pavers in the parking lot project had been scrapped due to extension of the project into our busy season.

Manager’s Reports:

General Manager, Operations Manager, Aquatics Manager, Human Resources Manager and Controller reports were presented to the Board.

Old Business: None

New Business: FareHarbor Reservation System / Next Steps

General Manager Kevin Frabotta stated that staff recommended moving forward with using FareHarbor for our new reservation program. The program is expandable to work within our system. Mr. Frabotta stated that there was no cost to the association to use FareHarbor but there would be a 6% cost to the member for making a reservation. Dale Tarkington asked about bypassing the window and going straight to the dock attendants to gain access to their boat. Kevin Iverson offered support to moving forward with FareHarbor. Dale Tarkington asked staff to not use FareHarbor to replicate our existing system but to look to an improved system for the membership. Diane Hufstedler offered support to move forward with the program. A general discussion took place regarding various aspects of the program. A motion was made by Diane Hufstedler to approve moving forward with the FareHarbor reservation program for use with Boat Rentals and Picnic Tables. Second, Fred Mellenbruch. Mr. Mellenbruch asked about using wireless credit card terminals for improving efficiencies with processing credit card transactions. Mr. Tarkington offered his help with developing the advanced capabilities of the FareHarbor program. Vote Carried 4-0-0.

Reserve Account # 2046 Expenditures:

i. Purchase of 12 Board Room chairs

Aquatics Manager Jim Turner presented a bid to purchase 12 Board Room Chairs from Totally Furniture for an amount not to exceed \$1,937.23 with funds to come from Reserve Account 2046 – Category 030 Small Equipment. Diane Hufstedler made a motion to approve the expenditure as presented. Second, Fred Mellenbruch. Vote Carried 4-0-0.

ii. Purchase of 11 Lifeguard Radios

Aquatics Manager Jim Turner presented a bid to purchase 13 portable hand held radios for an amount not to exceed \$9,806.95 plus 14 Motorola Bluetooth earpieces for an additional cost of \$764.12 with expense to come from Reserve Account 2046 – Category 030 Small Equipment, Radios. Diane Hufstedler made a motion to approve the expenditure as presented. Second, Fred Mellenbruch. Vote Carried 4-0-0.

iii. Approval of 2 Party Boat refurbishments

Operations Manager Bryant Watilo presented a bid to refurbish 2 Party Boats purchased in 2012 for an amount not to exceed \$29,653.04. The project includes new motors, batteries, upholstery and various accessories to make the boats like new again. Fred

Mellenbruch made a motion to approve the project as presented. Second, Dale Tarkington. Vote Carried 4-0-0.

iv. Purchase of 2 Honda Motors

Operations Manager Bryant Watilo presented a bid to purchase 2 90 hp Honda Motors, one for the Lake Compliance boat and one for the primary Lifeguard boat 040 for an amount not to exceed \$21,441.12 from Trade Wind Inflatables. Funds for this purchase will come from Reserve Account 2046 – Category 070 Boat Motors. Fred Mellenbruch made a motion to approve the purchase as presented. Second, Diane Hufstedler. Vote Carried 4-0-0.

v. Approval of Floating Platform Painting

Operations Manager Bryant Watilo presented a bid to repair and paint the floating platform fiberglass decking. Cost for the project includes Dex Coat material at a cost of \$5,018. Funds for this material will come from Reserve Account 2046, Category 130, Recreation Structures. Staff is providing the labor for this project. Diane Hufstedler made a motion to approve the purchase as presented. Second, Fred Mellenbruch. Vote Carried 4-0-0.

vi. Approval of Landscape Project / Launch Ramp Slope.

Operations Manager Bryant Watilo presented a bid to renovate the landscape located on the slope adjacent to the North Beach launch ramp. The new landscape in this area will replicate the existing drought tolerant landscape theme throughout the rest of the North Beach parking lot areas. Mr. Watilo recommended awarding a contract to O’Connell Landscape Maintenance for an amount not to exceed \$44,405.25 with funds to come from Reserve Account 2046, Category 150 Landscape and Irrigation. Dale Tarkington made a motion to approve the expenditure as presented. Second, Fred Mellenbruch. Vote Carried 4-0-0.

Adjournment: There being no further business, this meeting of the Lake Mission Viejo Association was adjourned at 8:40 PM.

Attest: _____, Secretary