

**LAKE MISSION VIEJO ASSOCIATION  
BOARD OF DIRECTORS MEETING  
April 12, 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 7:09 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  
Kevin Iverson, Controller  
Norma Risher, Billing Specialist

**Others Present:** P. Coyle, A. Kotnik, N. Schmidt, C. Kelly, B. Perches, R. Simenz, R. Heimann, T. Hoadwonic, C. Rochon, G. Rochon, K. Abele, A. Hultman, B. Hunt, G. Wood, Sgt. Maj. Chamberlin, M. Khamis, M. Glackin, L. Douieban, M. Bender, F. Fossati and A. Cook.

**Minutes:** Diane Hufstedler made a motion to approve the minutes of the March 08, 2016 Board Meeting. Second, Bill Ernisse. Vote Carried 4-0-0. Kevin Pennington was not present at the start of the meeting.

**Members Forum:** None

**Delegates Forum:** None

**Special Presentations: Bruce Hunt, Gayle Wood & Sgt. Maj. Chamberlin / Marine Appreciation Day.**

Representatives Bruce Hunt and Gayle Wood of the Mission Viejo Marine Adoption Committee along with Sgt. Major Chamberlin of the Headquarters Division @ Camp Pendleton thanked the Board and staff for hosting another Marine Appreciation Day at Lake Mission Viejo. This year's event is scheduled for Saturday, May 14<sup>th</sup>.

**Mike Khamis / Tony's Sea Landing Concession**

Mike Khamis addressed the Board and stated that he is about Tony's 21<sup>st</sup> year operating the food concession at the Lake. He referenced the new fryer being installed that will allow him to increase production of one of his best sellers (French Fries). He also stated that he was "Going

Green” with paper cups through Coca Cola distributors. Diane Hufstedler asked about introducing salads to the menu. Mr. Khamis stated that he would have 3 salad options on the menu along with “Kid’s Meals”.

**2015 Audit / Ardavan Keyhan**

LMVA Audit contractor Ardavan Keyhan presented his findings in regard to the audited financial statements for the 2015 fiscal year. Mr. Keyhan stated that the association’s finances were in good shape with no unusual items to report.

**Directors Report:** Diane Hufstedler stated that Justin Bieber had nice things to say about Mission Viejo after he experienced a flat tire and several residents stopped to assist him and his party, not knowing who he was.

**Treasurer’s Report:**

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

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

Actual revenue	\$ 1,708,687
Gross Income	1,701,553
Actual Operating Expenses	1,501,845
Net Income	199,708
Budgeted Net Income	75,987
Total Investments	7,401,323
Total Operating Cash on Hand	809,421
Interest Income	13,037

- Accruals (not including payroll) equal \$17,577 for the month.
- In the last 12 months we have written off \$11,313 in bad debts.

**Committee Reports:**

**Landscape Committee:** Bill Ernisse stated that the committee had met during the past month and were working on replacing the 9 trees removed recently.

**Election Reform Committee:** Committee Chair Dave Kerr reported that he had 9 inquiries about vacant delegate districts in regard to the article in the March newsletter. A general

discussion took place regarding further recruitment of delegates prior to the fall annual meeting of the delegates. Mr. Kerr stated that staff would continue to recruit members to run for vacant delegate positions as we move through the summer and fall.

**Long Range Planning Committee:** Committee Chair Diane Hufstedler reviewed the plan to build an elevator adjacent to the administration building, build a new boat rental office (The Tackle Box) and develop the improvements to the North Beach parking lot. She stated that there was an item under New Business regarding the RJM Design proposal for the North Beach parking lot construction documents.

**Manager's Reports:** General Manager, Operations Manager, Administrative Manager, and Human Resources Manager, Aquatics Manager reports were presented to the Board. During the General Manager's report, Vice President Dale Tarkington reported that the City Council voted to approve both the \$1,000,000 grant and the \$3,000,000 loan funded at 2.5% for the APW project. He stated that we would get details when Kevin Pennington Kevin Frabotta returned from the City Council meeting.

President Kevin Pennington and General Manager Kevin Frabotta arrived at the meeting at 7:56 PM after participating in the City Council Meeting for the APW project. Mr. Pennington and Mr. Frabotta confirmed unanimous approval by the City Council of the \$3,000,000 loan and the \$1,000,000 Grant to the Water District for construction of the APW plant.

**Old Business: None**

**New Business: Approve /Accept 2015 Audit**

Diane Hufstedler made a motion to accept the 2015 Audit report as presented by Ardavan Keyhan. Second, Bill Ernisse. Vote Carried 5-0-0.

**RJM Proposal /North Beach Construction Documents**

Kevin Pennington asked if there had been previous discussion regarding the RJM Proposal for North Beach Construction documents. Diane Hufstedler stated that there had been discussion during her Long Range Planning report. Ms. Hufstedler made a motion to approve the contract as proposed by RJM Design Group. Second, Bill Ernisse. Operations Manager Bryant Watilo asked for a \$2,000 contingency for reimbursable. Ms. Hufstedler amended her motion to include a 5% contingency. Bill Ernisse amended his Second. Vote Carried 5-0-0.

**Irrigation Conversion Project Approval**

Operations Manager Bryant Watilo presented 2 bids to convert all existing potable water irrigation systems to recycled water. This work will include coordination with the SMWD and the Orange County Health Agency, including the submission and processing of all potential rebates. Mr. Watilo stated that staff recommended accepting the bid from Real Green Inc. for an amount not to exceed \$90,824.23 plus a \$13,623 contingency with funds to come from Reserve

Account 2046, Category 150 – Landscape & Irrigation. Diane Hufstedler made a motion to approve the proposal as presented. Second, Fred Mellenbruch. Vote Carried 5-0-0.

### **2016 Election Dates**

Administrative Manager Dave Kerr stated that following normal schedules for the fall elections, staff proposes the following dates for the 2016 Delegate and Board elections:

Tuesday, October 04 7:00 PM Delegate District Meetings/Elections

Tuesday, October 11, 7:00 PM Reconvene Delegate District Elections

Tuesday, October 25, 7:00 PM Annual Meeting of Delegates/Board Elections

Diane Hufstedler made a motion to accept the proposed dates for the 2016 Delegate and Board elections. Second, Dale Tarkington. Vote Carried 5-0-0.

### **Tony's Sea Landing 2016 Contract Approval**

Diane Hufstedler made a motion to approve the proposed contract for operation and staffing of the North Beach Snack Bar for the 2016 season. Fred Mellenbruch asked staff to make sure that the insurance and liquor license were in place prior to the start of the season. Second, Bill Ernisse. Vote Carried 5-0-0.

### **2016 Triathlon Contract**

General Manager Kevin Frabotta stated that the 2016 contract with Pelican Coast Events was basically the same as in past years with an event fee of \$15,500 plus reimbursable expenses for staffing included. Bill Ernisse made a motion to approve the contract as presented. Second, Dale Tarkington. Vote Carried 5-0-0.

### **Purchase of new Blue Carts (Reserve)**

Operations Manager Bryant Watilo presented a bid to replace 33 blue beach carts to bring our number of carts up to 198 total carts available for the season. Mr. Watilo stated that staff recommended purchasing the blue carts from S & S Drayton Industrial Supply for an amount not to exceed \$9,983.22 with funds to come from Account 2046, Category 30 – Small Equipment. Diane Hufstedler made a motion to approve the purchase as proposed. Second, Dale Tarkington. Vote Carried 5-0-0.

### **Purchase of new A/C for Clubhouse (Reserve)**

Operations Manager Bryant Watilo presented 3 bids to purchase and install a new 5 Ton Exterior Heat Pump Condensing Unit and a new Interior fan and coil assembly which controls the Clubroom and the 2<sup>nd</sup> floor Maintenance office. Mr. Watilo stated that staff recommended offering the contract to Alicia Air for an amount not to exceed \$6,591.00 with expense to come from Reserve Account 2046 Category 189 – Air Conditioning Equipment. Diane Hufstedler made a motion to approve the contract as presented. Second, Dale Tarkington. Vote Carried 5-0-0.

**Adjournment:** There being no further business, this meeting of the Lake Mission Viejo Association was adjourned at 8:41 PM.

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