

**LAKE MISSION VIEJO ASSOCIATION  
BOARD OF DIRECTORS MEETING  
August11 2015**

**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 Kevin Pennington at 7:01 PM.

**Board Members Present:**

Kevin Pennington, President  
Dale Tarkington, Vice President  
Fred Mellenbruch, Treasurer  
Diane Hufstedler, Secretary

**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 Clerk

**Others Present:** J. Sperber, N. Schmidt, C. Kelly, B. Perches, J. Becker, T. Hoadwonic R. Simenz, H. Weiler, R. Bassolino G. Virdinis, A. Virdinis, G. Millikan, A. Kotnik, J. Anchell, R. Heimann, P. Coyle, D. Roohk, Z. Mueting. And M. Williams.

**Executive Session:** President Kevin Pennington stated that the Board met in Executive Session prior to the meeting. Topics discussed included personnel issues.

**Minutes:** Fred Mellenbruch made a motion to approve the minutes of the July 14, 2015 Board meeting. Second, Dale Tarkington Vote Carried 4-0-0.

**Members Forum:** Member Mary Williams addressed the Board.

**Delegates Forum:** None.

**Special Presentations: APW Water Project Update**

LMV Water Consultant Dave Roohk provided a progress report on the Advanced Purified Water project. Mr. Roohk highlighted the Supply Agreement, Preliminary Design Report and the CEQA Compliance piece of the project. Mr. Roohk stated that the project was on schedule to be presented to the SMWD Board of Directors on November 20<sup>th</sup>.

### **Assessment of Lake Biological threats**

Aquatics Manager Jim Turner presented a report on Biological Threats to LMV. Mr. Turner highlighted information regarding Algae, Vascular Plants, Mollusks, Diseases and Invasive Fish. Mr. Turner emphasized education of staff and members to help prevent introduction of harmful algae, plants, mollusks, diseases and fish into the lake. He also outlined emergency response plans to combat these threats should something harmful be introduced into LMV.

### **Directors Report: None**

### **Treasurer's Report:**

Treasurer Fred Mellenbruch, stated that the Lake Mission Viejo Association financial statement through July 31, 2015 were available for members in print form.

The Lake Mission Viejo Association financial statement through July 31, 2015 shows:

Actual revenue	\$ 4,028,638
Gross Income	3,994,543
Actual Operating Expenses	3,925,080
Net Income	69,464
Budgeted Net Income	(95,142)
Total Investments	8,175,705
Total Operating Cash on Hand	803,415
Interest Income	22,824*

- Accruals (not including payroll) equal \$40,795 for the month.
- In the last 12 months we have written off \$24,352 in bad debts.

\*Interest income is YTD total excluding prior year adjustments

### **Committee Reports:**

**Landscape Committee:** Chairman Bryant Watilo stated that he had information to report in New Business.

**Election Reform Committee:** Chairman Dave Kerr stated that the committee had nothing new to report at this time.

### **Long Range Planning Committee**

Chairperson Diane Hufstedler reviewed the items that were designated as primary items Administrative building elevator, Boat Rental /Tackle box building, Parking Lot redesign including: Turnabout in the Admin. Parking lot, ADA parking spaces, trash enclosures and the Basketball/Pickle ball court. Ms. Hufstedler stated that the committee is bringing these items back at this meeting for consideration of design work for the various projects.

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

### **Old Business: Parking lot lighting update**

Operations Manager Bryant Watilo stated that the pace of our Parking Lot Lighting project is picking up momentum. We have identified a pole and fixture that meets our criteria and have instructed RJM to update our plans showing this new fixture. In addition we have instructed ANP Lighting to have a Structural Engineer supply us with structural calculations per the City of Mission Viejo's request. Staff hopes to have City approved plans for the BOD's consideration at the September meeting.

### **New Business: Landscape planting concept proposal/ Olympiad slope**

Operations Manager Bryant Watilo stated that staff has received a proposal from RJM Design Group to develop a preliminary planting concept for our Olympiad Slope from our Entry down to our eastern property line. This proposal would not only identify plant massing areas and plant type, but will also include a graphic base plan using current satellite imagery and available topographic files, and follow the imagery and character of the current installation of California friendly planting recently installed at our North Beach location. RJM will also include an estimate of probable construction costs based on this planting concept. Staff recommends accepting this proposal for a not to exceed amount \$5,000.00, which will include all reimbursable expenses (printing, delivery, etc.). Funds for this purchase to come from Reserve Acct. #2046, Category 150 Landscape Renovation. There is currently \$311,402.75 in reserve for this purchase. Diane Hufstedler made a motion to accept the proposal as proposed. Second, Fred Mellenbruch. Vote Carried 4-0-0.

### **Approval of Certificate documenting 2000 By-Laws Amendment**

General Manager stated that in regard to the quarterly Lake Management Committee meetings, the documents set up the Lake Management Committee as an architectural review authority. He

also stated that this resolution would permit that the Lake Management Committee would be composed of the Board of Directors and “absent a more specific appointment, the Lake Management Committee shall be comprised of the Board of Directors”. Fred Mellenbruch asked if this resolution would have to be re-negotiated after each election. Mr. Frabotta stated that this resolution would consider the changing board members and spells out that the Lake Management Committee shall be comprised of members of the Board of Directors. Dale Tarkington asked about including the function of architectural review. Mr. Frabotta stated that the resolution speaks to “review, control and approval of improvements within the community”. Fred Mellenbruch made a motion to approve the resolution. Second, Dale Tarkington. Vote Carried 4-0-0.

**Adjournment:** There being no further business, this meeting of the Lake Mission Viejo Association was adjourned at 8:20 PM.

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