

**LAKE MISSION VIEJO ASSOCIATION
BOARD OF DIRECTORS MEETING
December 08, 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 7:00 PM.

Board Members Present: Kevin Pennington, President
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
Jim Turner, Aquatics Manager
Kevin Iverson, Controller
Norma Risher, Billing Specialist

Others Present: Z. Mueting, J. Sperber, C. Kelly, B. Perches, R. Simenz, A. Edwards, S. Edwards, P. Coyle, A. Cook, K. Abele, M. Bender, W. Broadhag, T. Hoadwonic and R. Bassolino.

Minutes: Dale Tarkington made a motion to approve the minutes of the November 10th Board Meeting. Second, Diane Hufstedler. Vote Carried 5-0-0.

Members Forum: Rod Simenz addressed the Board.

Delegates Forum: None

Special Presentations: None

Directors Report: None

Treasurer's Report:

Treasurer Bill Ernise, stated that the Lake Mission Viejo Association financial statement through November 30, 2015 were available for members in print form.

The Lake Mission Viejo Association financial statement through November 30, 2015 shows:

Actual revenue	\$ 6,369,374
Gross Income	6,311,880
Actual Operating Expenses	6,178,450
Net Income	133,430
Budgeted Net Income	(119,640)
Total Investments	7,383,251
Total Operating Cash on Hand	219,917
Interest Income	35,098*

- Accruals (not including payroll) equal \$6,409 for the month.
- In the last 12 months we have written off \$11,920 in bad debts.

*Interest income is YTD total excluding prior year adjustments

Committee Reports:**Landscape Committee**

Committee member Bill Ernise stated that the committee met twice during the past month and had evaluated dead trees in the park that have since been removed. Plans are underway to replace these trees with new trees that may or may not be placed back into the same places as the trees removed. Mr. Ernise also gave an update on the Olympiad slope project and stated that he had met with city officials regarding partnering with LMVA regarding the top of the slope area adjacent to the sidewalk in this area.

Election Reform Committee

Committee Chair Dave Kerr stated that the next step regarding election reform would be the Board of Directors endorsing a resolution calling for a Special Meeting of the Delegates to consider modifying the LMVA Bylaws with the two election reform items discussed at the Annual Meeting in October 2015. Diane Hufstedler asked that the resolution to call for a Special Meeting of the Delegates be on the January 2016 meeting agenda.

Long Range Planning Committee

Committee Chair Diane Hufstedler stated that the LRPC met on 12/01 and reviewed the existing Master Plan objectives. Ms. Hufstedler stated that the committee reaffirmed the top long range priorities (the elevator for the administration building/Tackle Box building and the Parking Lot Ingress & Egress/Turn around) with a unanimous vote and felt that these projects are ready to move forward. Ms. Hufstedler also stated that the committee recommended location C (the Northwest corner of the administration building for placement of the elevator. Zach Muetting of RJM Design Group stated that he had met with City of Mission Viejo personnel and they advised that there would be no additional ADA issues with the elevator project in regard to the administration building. A general discussion took place regarding switching meetings to the Clubhouse which was unanimously determined not to be a recommended option .

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

Old Business: None

New Business:

Long Range Planning Committee Charter/ Annual Renewal

Diane Hufstedler made a motion to approve the LRPC Charter for another year. Second, Bill Ernisse. Fred Mellenbruch asked that the charter include criteria for commitment for a minimum number of meetings per year. Ms. Hufstedler stated that she felt the committee did not need to commit to a minimum number of meetings per year. Mr. Ernisse stated that the committee had been very productive and criteria should be based on what has been accomplished. Kevin Pennington stated that there was no precedent for a minimum number of meetings to be held by the committee. Vote Carried 5-0-0.

Operating Surplus Distribution

General Manager Kevin Frabotta stated that Controller Kevin Iverson was predicting an operating surplus of approximately \$85,000 as of 12/31/2015. Diane Hufstedler made a motion to place 100% of the Operating Surplus into Account 2047 – Contingency. Second, Fred Mellenbruch. Mr. Mellenbruch stated that the 2015 operating surplus matched the total of our under spent Lake Water Refill line in the budget that occurred due to the water use restrictions required by the Water District. Bill Ernisse stated that our slopes are 35–40 years old and that the Board would be remiss without considering adding to the Landscape Reserve line. Ms. Hufstedler stated that the priority should be the APW project. A general discussion continued regarding the surplus distribution. Vote Carried 3-2-0.

Computer Equipment Purchase (Reserve Account)

Administrative Manager Dave Kerr stated that staff has received three (3) bids for workstations to stock for our computer network. Micronet OC (our network consultant) recommends purchasing the Dell Mini with the i5 processor, 250 GB hard drive, 4 GB of RAM configured with Windows 7 Professional. All of our current workstations are running Windows 7 Pro as an operating system. Staff recommends purchase of 6 Dell Mini workstations for a cost not to exceed \$2,527.14 from NuTech Networks Inc. dba MicronetOC with expense to come from Reserve Account 2046, Category 030, Small Equipment, and Computer System. We fund this line with \$10,000 annually for Computer Hardware and Software. Fred Mellenbruch made a motion to approve the expense as proposed. Second, Diane Hufstedler. Dale Tarkington asked how many workstations are in the network. Mr. Kerr stated that there are 35 workstations. Mr. Tarkington asked to have a cycle plan to replace workstations over a specified period time. Mr. Pennington asked how much we have spent of the \$10,000 in 2015. Mr. Kerr stated that we will have spent under \$7,500 including this purchase for the 2015 calendar year. Vote Carried 5-0-0.

Adjournment: There being no further business, this meeting of the Lake Mission Viejo Association was adjourned at 8:37 PM.

Attest: _____, Secretary