

**LAKE MISSION VIEJO ASSOCIATION  
BOARD OF DIRECTORS MEETING  
November 10, 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 Dale Tarkington at 7:00 PM.

**Board Members Present:**

Dale Tarkington, Vice President  
Bill Ernisse, Vice President  
Fred Mellenbruch, 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

**Others Present:** Z. Mueting, J. Sperber, C. Kelly, B. Perches, R. Simenz, R. Heimann, P. Coyle, A. Cook, N. Schmidt, A. Kotnik, W. Broadhag T. Hoadwonic and A. Waugh.

**Minutes:** Fred Mellenbruch made a motion to approve the minutes of the October 13<sup>th</sup> Board Meeting and the September 27<sup>th</sup> Special Meeting of the Board. Second, Bill Ernisse. Vote Carried 3-0-0.

**Members Forum:** None

**Delegates Forum:** Delegates Anna Waugh and Pat Coyle addressed the Board.

**Special Presentations: Zach Mueting / RJM Design Group**

- i. North Beach Slope Planting Plans**
- ii. Parking Lot Improvement Plans**

1. Zach Mueting from RJM Design Group presented a plan to replant the North Beach slope with drought tolerant material that has a color palate similar to what is newly planted in the parking lot area. A general discussion took place regarding design, cost and material to be used on the project.

2. Zach Mueting from RJM Design Group presented a plan for improvements to the North Beach parking lot that would improve traffic flow, beautification of the space and generally improve the area. A general discussion took place regarding the cost of the project and various benefits that would be achieved by going through with the plan as presented. The Board members discussed sending the project back to the Long Range Planning Committee for further review due to the potential cost of the project as presented.
3. Mr. Mueting provided an update regarding the project to build a new boat rental office/retail space and an elevator adjacent to the administration building. Mr. Mueting reviewed the options for building an elevator for access to the second story of the administration building. The Board members discussed sending the project back to the Long Range Planning for further consideration.

**Directors Report: None**

**Treasurer's Report:**

Treasurer Bill Ernisse, stated that the Lake Mission Viejo Association financial statement through October 31, 2015 were available for members in print form.

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

Actual revenue	\$ 5,806,901
Gross Income	5,751,597
Actual Operating Expenses	5,697,341
Net Income	54,256
Budgeted Net Income	(189,048)
Total Investments	7,681,349
Total Operating Cash on Hand	251,087
Interest Income	33,755*

- Accruals (not including payroll) equal \$24,303 for the month.
- In the last 12 months we have written off \$26,763 in bad debts.

\*Interest income is YTD total excluding prior year adjustments

## **Committee Reports:**

**Landscape Committee:** Committee member Bill Ernise stated that the committee had not met for the past several months, but would resume meetings on Wednesday, 10/21.

**Election Reform Committee:** Committee Chair Dave Kerr stated that election reform items were discussed at the Annual Meeting of the Delegates on 10/27/2015 and another informational meeting for the delegates will be held prior to the January 12, 2016 Board meeting.

## **Long Range Planning Committee: No Report**

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

Diane Hufstedler joined the meeting via telephone during the Manager's reports.

## **Old Business: None**

## **New Business: Annual Board Election Results**

General Manager Kevin Frabotta introduced the 2015 -2016 Board of Directors. Mr. Frabotta stated that the 10/27/2015 election resulted in Kevin Pennington and Bill Ernise being elected to 2 year terms on the Board. Following the Annual Meeting of the Delegates, a Special Board meeting was held and the officers were elected as follows: President, Kevin Pennington, Vice President, Dale Tarkington, Vice President Diane Hufstedler, Secretary, Fred Mellenbruch and Treasurer Bill Ernise.

## **Junior Sailing Program Request / Purchase of Two Sets of Racing Sails.**

Chairman of the LMVYC Junior Sailing program, Rod Simenz asked the Board for a \$2,400 purchase of racing sails for the CFJ sailboats that the junior sailors use in competition. Mr. Simenz detailed some of the accomplishments of the junior sailors during the past 4 years. Bill Ernise made a motion to approve purchase of the sails as presented with funds to come from Account 2047 Contingency. Second, Fred Mellenbruch. Vote Carried 4-0-0.

## **Purchase of Battery Chargers**

Operations Manager Bryant Watilo made a presentation to purchase 15 smart battery chargers to replace the current chargers used to charge batteries for the rental fleet. Mr. Watilo recommended purchasing the chargers from Powerstride Corp. for a not to exceed amount of \$9,675.00 with expense to come from Reserve Account 2046. Fred made a motion to approve the expense as proposed. Second, Bill Ernise. Vote Carried 4-0-0.

**RJM Design Proposal for Parking Lot Improvement Design Development and Construction**

Operations Manager Bryant Watilo presented a proposal for design work and construction drawings for the Parking Lot Improvement project discussed earlier by Zack Mueting of RJM Design Group. Mr. Watilo stated that the design portion of the contract would be for an amount of \$17,000, construction drawings portion would cost \$45,000 and there was a \$3,000 cost for reimbursable expenses. Funds for this project would come from Capital Expansion Account 2045. Diane Hufstedler made a motion to approve the expense as proposed. Second, Fred Mellenbruch. Ms. Hufstedler stated that she was in favor of approving the entire amount of the proposal. Dale Tarkington stated that he was in favor of approving the design portion but to hold off on approval of the construction drawings. Ms. Hufstedler stated that the project had been discussed numerous times and she was ready to move forward with the entire project. Bill Ernise suggested that the project be sent back to the Long Range Planning committee due to the cost of the entire project. Ms. Hufstedler stated that the Parking Lot improvements and the elevator for the administration building were the top priorities of the Long Range Planning committee. Ms. Hufstedler amended her motion to approve the design piece of the project in the amount of \$17,000 plus the reimbursable expense portion of \$3,000. Mr. amended his Second to reflect the change. Vote Carried 4-0-0. Staff asked Mr. Mueting how long he anticipated the design work would take. Mr. Mueting stated that he would need 2 months with the holiday season approaching.

**RJM Design Proposal for North Beach Slope Planting Construction Drawings**

Operations Manager Bryant Watilo presented a proposal for design and planting of the North Beach slope from the facility entrance to the eastern corner of the North Beach Park. Mr. Watilo stated that the project was broken up into 3 phases. Mr. Watilo stated that the next step of the project would be for RJM to provide Construction, Irrigation and Planting drawings. The cost for Planting Construction drawings would be \$19,800, Construction Observation would be \$6,280 and reimbursable expenses would be \$3,000. Funds for this expense would come from Reserve Acct. # 2046 Category 150 Landscape and Irrigation. Fred Mellenbruch made a motion to approve the expense as presented in the amount of \$29,080. Second, Bill Ernise. Vote Carried 4-0-0.

**Adjournment:** There being no further business, this meeting of the Lake Mission Viejo Association was adjourned at 9:01 PM.

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