LAKE MISSION VIEJO ASSOCIATION
BOARD OF DIRECTORS MEETING
December 13**, 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 Bill Ernisse at 7:00 PM.

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

Staff Members Present: Kevin Frabotta, General Manager
Dave Kerr, Administrative Manager
Jim Turner, Aquatics Manager
Janice Chandler, Human Resources Manager
Kevin Iverson, Controller

Others Present B. Ollry, P. Coyle, D. Tayenaka, K. Abele, G. Newkirk, J. Black, Z Meuting, A. Edwards, S. Edwards, B. Tighe, W. Broadhag, F. Fossati, N. Schmidt, A. Hultman, R. Tisdale, R. Heimann, K. Christianson, C. Rochon, A. Cook, T. Hoadwonic and R. Simenz

Minutes: Dale Tarkington made a motion to approve the 11/08/16 regular meeting minutes . Second, Diane Hufstedler. Ms. Hufstedler noted a change in Old Business under Review of Bids and Next Steps for Parking Lot/Tackle Box Project, third paragraph adding "but do them in phases 1 and 2" Vote Carried 4-0-1.

Members Forum: None

Delegates Forum: Delegate Pat Coyle from Palmia addressed the Board.

Special Presentations: Zach Meuting/RJM Design Group: Presentation of Lake Loop Connectivity Plan from City of Mission Viejo
Zach Meuting from RJM Group presented a concept proposal in regard to the Lake Loop Connectivity Plan extension of Oso Creek Trail. Mr. Meuting stated that the plan was going before the City of Mission Viejo as well on Tuesday evening. An overview of the project was presented to the Board highlighting various sites along the trail loop designated for improvements. President Bill Ernisse gave a brief history of the landscaped areas that would be affected in the project and stated that the LMVA Landscape committee would present their recommendation to the Board regarding this project. Several members asked questions about the Lake Loop. Dale Tarkington stated that the Board would need to prioritize goals in regard the Lake Loop project.

Directors Report: Diane Hufstedler stated that the LMVA Boat Parade on 12/03 was a great success with around 35 boats participating in the parade.

Treasurer's Report:
Treasurer Dale Tarkington stated that the Lake Mission Viejo Association financial statements through November 30, 2016 were available for members in print form.

The Lake Mission Viejo Association financial statement through November 30, 2016 shows:

Actual revenue	$ 6,773,868
Gross Income	6,720,034
Actual Operating Expenses	6,212,530
Net Income	507,504
Budgeted Net Income	(92,160)
Total Investments	7,387,247
Total Operating Cash on Hand	198,213
Interest Income	42,007

- Accruals (not including payroll) equal $10,287 for the month.
- In the last 12 months we have written off $3,956 in bad debts.

Committee Reports:

Landscape Committee: Bill Ernisse stated that the Landscape Committee had authorized purchase of 5 trees and selected locations to place those trees within the North Beach facility. Mr. Ernisse also stated that the committee had looked at the landscaped area behind the launch ramp and the horizontal boat storage area for redesign that will complement the adjacent landscape in the parking lots. He also stated that the Liquid Amber trees adjacent to the biology office were causing damage to the concrete walkways in the area and needed to be replaced.

Election Reform Committee: No Report

Long Range Planning Committee: No Report

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

Old Business: Update and Next Steps for Parking Lot/Tackle Box Project
Diane Hufstedler asked about the status of the bids. General Manager Kevin Frabotta stated that bids will be available for the 12/20/2016 Special Meeting of the Board. Kevin Pennington made a motion to move forward with the Parking Lot phase of the project as a separate item. Second: Diane Hufstedler. Fred Mellenbruch asked if this was a motion to have a second reading of the scope of the project. A brief discussion took place regarding the Special Meeting scheduled for 12/20/2016. Kevin Pennington confirmed that his motion was to consider the project as 2 phases with the Parking Lot piece taking priority for staff's time to be used to gather bids as a split project and prepare for the meeting on 12/20. Vote Carried 5-0-0.

New Business: Projected Operating Surplus Distribution
General Manager Kevin Frabotta stated that anticipated surplus will be approximately $450,000. He went on to state that the proposed allocations would be as follows, $50,000 going to Component Renovation, $50,000 going to Landscape Reserve, $105,868 is being used to balance the 2017 budget. In addition, $150,000 to Capital Expansion and the remaining surplus, approximately $94,000 would be allocated to the Landscape Reserve line. Diane Hufstedler made a motion to approve the allocations as presented. Second, Fred Mellenbruch. A brief discussion took place regarding the allocation of funds. Vote Carried 5-0-0.

Approval of funding request for Junior Sailing Program.
Director of the Junior Sailing program Rod Simenz addressed the Board and asked for funding to purchase practice sails for the Junior Sailing program. Mr. Simenz stated that he had raised $1200 and needed $1800 more to purchase the sails. Diane Hufstedler made a motion to approve allocation of $1,800 for the purchase with funds to come from Account 5095 (Miscellaneous Expense). Second, Dale Tarkington. Vote Carried 5-0-0.

Approval of purchase of Jr. Lifeguard Storage Unit (Reserve Account)
Aquatics Manager Jim Turner stated that the Junior Lifeguard storage container used to store equipment for the program was 16 years old and no longer serviceable. Mr. Turner stated that he was able to sell the old storage container for $550. Mr. Turner presented a bid from Shipping Container Depot to replace the container for an amount not to exceed $5,628 with $4,000 to come from Reserve Account 2046 – Category 130 Recreational Structures and the remaining $1,628 to come from Account 2046 – Category Contingency. There is $4,000 in reserve for purchase of a new container. Diane Hufstedler made a motion to approve the purchase of the storage container as proposed plus a 10% contingency. Second, Kevin Pennington. Vote Carried 5-0-0.

Approval of purchase of Computer Equipment (Reserve Account)
Administrative Manager Dave Kerr presented a proposal to purchase 8 computer workstations for the Lake computer network from NuTech Networks for an amount not to exceed $3,800 with expense to come from Reserve Account 2046 Category 030 Small Equipment/Computer System. Diane Hufstedler made a motion to approve the expense as presented. Second, Fred Mellenbruch. Vote Carried 5-0-0.

Approval of Dock Improvements (Reserve Account)
General Manager presented a proposal to repair docks at the North Beach facility through a contract with The Dock Company (our regular dock contractor) for an amount not to exceed $10,263.25 (this includes a 15% contingency) with expense to come from Reserve Account 2046, Category 130 – Recreational Structures, Docks. Dale Tarkington made a motion to approve the contract as proposed. Second, Fred Mellenbruch. Vote Carried 5-0-0.

Adjournment: There being no further business, this meeting of the Lake Mission Viejo Association and the concurrent District Delegate Reconvene meetings were adjourned at 8:17 PM.

Attest**:** _____, Secretary