

**LAKE MISSION VIEJO ASSOCIATION
BOARD OF DIRECTORS MEETING
March 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 Kevin Pennington at 7:02 PM.

Board Members Present:

Kevin Pennington President
Bill Ernisse, Vice President
Dale Tarkington, Vice President
Diane Hufstedler, Secretary

Staff Members Present:

Kevin Frabotta, General Manager
Dave Kerr, Administrative Manager
Bryant Watilo, Operations Manager
Janice Chandler, Human Resources Manager
Kevin Iverson, Controller

Others Present: J. Sperber, P. Coyle, A. Virdinis, G. Virdinis, G. Millikan, W. Broadhag, K. Abele, F. Fournier, H. Weiler, G. Coniglio, A. Kotnik, N. Schmidt R. Simenz, R. Bassolino, T. Hoadwonic, R. Heimann, J. Stevens, A. Waugh, B. Perches C. Kelly, K. Long, J. Becker, G. Scortino and G. Rath.

Minutes: Kevin Pennington stated that there were two sets of minutes to approve on the Consent Calendar (both the January and February 2015 meeting minutes. Dale Tarkington made a motion to approve both the January 13th and February 10th, 2015 minutes. Second, Diane Hufstedler. Vote Carried 4-0-0 (Fred Mellenbruch was not in attendance at the meeting).

Members Forum: Gerard Scortino addressed the Board regarding boat and trailer parking spaces in the parking lot.

Delegates Forum: None

Directors Report: None

Committee Report: Bill Ernisse gave a brief report on the Landscape Committee. Mr. Ernisse stated that the committee had held one meeting and was scheduled for a second meeting on 3/11 with plans to divide the LMVA landscape area into increments and planned to walk each increment to evaluate landscape materials and issues in each area.

Treasurer's Report:

In the absence of Treasurer Fred Mellenbruch, Controller Kevin Iverson stated that the Lake Mission Viejo Association financial statement through February 28, 2015 shows:

Actual revenue	\$ 1,024,932
Gross Income	1,023,959
Actual Operating Expenses	972,599
Net Income	51,351
Budgeted Net Income	36,211
Total Investments	7,734,217
Total Operating Cash on Hand	959,901
Interest Income	9,022

- Accruals (not including payroll) equal \$51,114 for the month.
- In the last 12 months we have written off \$24,493 in bad debts.

Special Presentations: Fish Stocking Plan

General Manager Kevin Frabotta stated that he wanted to thank the staff for the incredible amount of research and work they put into developing this plan to restock the lake's warm water fishery. Administrative Manager Dave Kerr presented the plan to the Board and members in the audience which included stocking the lake with a variety of feeder, forage and game fish over the next three years. He stated that the approximate cost to complete this program would be \$241,000.

Mr. Kerr stated that staff would be asking to fund only the 2015 schedule for stocking in new business at this meeting at a cost of \$71,000. Delegate Joe Sperber asked if the \$71,000 would be in addition to the \$179,200 in the 2015 fish stocking budget. Mr. Frabotta stated that the request would be for \$71,000 in addition to the 2015 fish stocking budget with funds to come from contingency.

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

Old Business: Parking Lot Landscape Renovation Plan update

Operations Manager Bryant Watilo presented a report regarding the Parking Lot Landscape Renovation Plan currently in progress. Mr. Watilo stated that the project is progressing on schedule, with removal of the trees and vegetation to continue for the next two to three weeks

followed by final soils prep and replanting of the areas. Mr. Watilo completed the report by stating that both staff and the landscape contractor felt confident that weather permitting; the project would be completed by May 10th.

New Business: Review / Approval of Fish Stocking plan

Kevin Frabotta stated that staff was asking for funding in the amount of \$71,000 to complete stocking of feeder, forage and game fish during 2015. He stated that staff would re-evaluate the program at the end of the year pending considerations regarding potential future outbreaks of Golden Algae problems in the lake. Diane Hufstedler made a motion to approve the Fish Stocking plan expense as presented for 2015 with expense to come from Account 2047, Contingency. Second, Bill Ernise. Dale Tarkington stated that he would suggest a 10% contingency be added to the motion. Ms. Hufstedler amended her motion to include a 10% contingency to the proposal. Second, Mr. Ernise Vote Carried 4-0-0.

Approval / Purchase of Office Chairs

Operations Manager Bryant Watilo stated that staff had received a quote for eight office chairs to replace broken chairs at various work stations. Staff recommended purchasing eight Acadia Ergonomic Mesh Office Chairs from Staples for a not to exceed amount of \$1,461.91. Funds for this purchase to come from Reserve Account #2046, Category 030 Small Equipment. Diane Hufstedler made a motion to approve the purchased as proposed. Second, Bill Ernise. Vote Carried 4-0-0.

Approval / Purchase of new Stand Up Paddle Boards

Operations Manager Bryant Watilo stated that staff had received 3 bids to replace the 20 Stand Up Paddle Boards (SUP's) currently in the rental fleet. The 20 SUP's had accounted for 16,940 hours of rental use since being placed into service and have reached the end of their usable rental lifespan. Mr. Watilo stated that staff recommended purchasing 20 SUP's from SUP ATX for a not to exceed amount of \$15,966.20 with funds to come from Reserve Account #2046 Category 060, Boats. Dale Tarkington made a motion to approve the purchase of SUP's as presented. Second, Diane Hufstedler. Vote Carried 4-0-0.

Parking Lot Lighting update

Operations Manager Bryant Watilo stated that staff had been in contact with the City of Mission Viejo regarding replacement of our North Beach Parking Lot Lights. Plans were submitted as an "owner/builder" on February 24. The city contacted LMVA on March 04 requiring additional information and formatting, including plans stamped by a licensed engineer. Additionally they required that we identify the specific fixture and pole we intend to use on the stamped plans. Staff has reviewed many different fixtures over the past three years and we recommend purchasing the Cooper Invue Light, Model #EMM-B02-LED -E1-T3-S0-BL-BK/VA605-BK.

This fixture is a 51 watt LED fixture that produces a softer white light than other LED bulbs due to its kelvin rating. This is also the same fixture installed in our park (27 watt LED) and along the bulkhead (42watt florescent). These fixtures use “dark sky” technology which focuses the light downward instead of outward or upward.

Mr. Watilo stated that staff contacted design consultant RJM Design Group to assist in fulfilling the city’s requirements. Staff recommended awarding a contract to RJM Design Group for a not to exceed amount of \$6,700.00 to develop a plan that meets all city standards and corrections from our first submittal with funds to come from Account 2045 Future Expansion. Dale Tarkington made a motion to award the contract to RJM Design Group as presented. Second Diane Hufstedler. Mr. Tarkington amended his motion to add a contingency to the amount of the contract and increase the expense to \$7,000.00 and called for a special meeting of the Board to approve the contract for the parking lot lights if needed prior to the scheduled to the April 14, 2015 Board meeting. Second, Diane Hufstedler. Mr. Watilo stated that he anticipated 2 weeks for RJM to complete their work and 5 days for the city to review a “2nd Submittal” of plans for the project. Kevin Pennington asked about the timeline for the turf replacement rebate in regard to the Landscape Renovation project. Mr. Watilo stated that we have 60 days to complete the renovation to qualify for the rebate. Vote carried 4-0-0.

Adjournment: There being no further business, this meeting of the Lake Mission Viejo Association was adjourned at 8:39 PM.

Attest: _____, Secretary