



BEAR VALLEY SPRINGS ASSOCIATION
BOARD OF DIRECTORS SPECIAL BOARD MEETING
Joint Meeting with Finance Advisory Committee (FAC)
Annual Budget Review
Wednesday, April 3, 2019, 12:00 PM – 3:00 PM
Oak Tree Country Club
MINUTES

Open to All
Members

A. ANNOUNCEMENTS

1. Call to Order @ 12:05 PM
2. Roll Call

Board Members Present: President Larry Thompson, Vice-President Jim Panek, Treasurer Guy Munday, Director Monique Herbst, Director Butch Reyburn

FAC Members Present: Porter Underwood, John Seaberg, Guy Munday, Monique Herbst, David Lown, Ron Wilson .

Staff Present: General Manager Cherymy Krueger, Controller Wesley Shryock, Administrative Assistant Anita Bauer

3. Intent to Tape the Meeting
4. Board Comments/Announcements:
Welcome back Jim Panek.

B. ADMINISTRATIVE & PROCEDURAL MATTERS

Approval of Agenda for Special BOD/FAC Joint Meeting, April 3, 2019

Motion by GM to approve the BOD/FAC joint meeting of April 3, 2019
2nd by JP

Motion Approved Vote 5-0

C. MEMBER COMMENTS

D. BOARD BUSINESS / ACTION ITEMS

1.	<p>Discussion of 2019-2020 Budget Review – Updates (Department 17&19) DP addressed the BOD in response to their questions on the proposed budget for Department 17 and Department 19. She explained that her assistant is not available but she is bringing in their review of payroll. Dept. 17 encompasses RSO and Park Security which is 2 employees only. The RSO's cover all of the amenities including the newly added dog parks, nature path and Kawaiisu reserve. The lakes bring a lot of traffic and they have to be present regularly. They also cover the trails and the pool. They also cover the shooting range and the facilities of the range. They have alleviated the need for IGM to go up there as often and therefore have reduced the need for IGM to be up there as often. In review of payroll they cut 1200 hours out of it. This is mainly winter hours. Off-season will be Friday, Saturday, Sunday only. Summer will be Wednesday-Sunday. JP asked if there is a shooting club. DP answered that the shooter's club is a sub-section of the Sportsman's Club. JP asked who polices the brass and is it recyclable? MH asked if there is a way to eliminate the employee hours during the week. Maybe by scheduling an event in an effort to reduce the hours. DP stated Friday has been reduced to 4 hours. LT reminded the BOD and the FAC that the amenities are run by the Managers. The FAC should only be making recommendations and not directing staff regarding operations. GM stated that there is an overage on this line of the budget and he is uncomfortable with it compared to the usage by</p>
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	<p>membership. GM asked about maintenance materials and supplies as expenses. CK answered that there were expenses for grading for fire break. This is not an area that the CSD has maintained and therefore the Association is doing this. The Fire Dept. has been actively involved but there is no guarantee that they will always be available to help maintain this area. GM is concerned that the usage of the range does not justify the expense. GM asked about mileage and vehicle expense discretionary and non-discretionary. The vehicle expense is higher rather than lower. DP answered that the expense is partly due to owning the new truck. Mileage allotment is for going up and down to the range and then the rounds at the lakes and the rest of the RSO monitored amenities.</p> <p>Department 19: DP addressed the number of hours necessary for the Whiting Center as well as the lakes and fields for sports, extra activities, fitness, holidays, etc. DP stated she successfully cut the budget for the WC about 250 hours. Continued discussion regarding coverage for sports leagues. JP asked who is covering specifics.</p> <p>BR asked about the number of volunteers. JP asked about the ratio of guests vs. membership playing the sports leagues. BR clarified that 250 hours of the requested 1000 hours has been cut but 750 is still needed in this department. MH recommended RSO be available for sports league coverage in case of an emergency at one of the fields. GM asked about sports league supplies. Equipment, photos, referees, uniforms and insurance. CK added that liability insurance has extra sports policies. GM asked about the pool hours being extended. DP requested budget for the pool to remain open into September this year, through labor-day weekend. MH asked about the extra hours for the swim team. DP clarified that there were some volunteer hours and mileage given by the previous swim coach. The swim coaches to be hired will need to be paid for the previous donated time and mileage.</p>
<p>2.</p>	<p>Discuss and Approve Fee Schedule: Department 21: DP stated she has been asked by people to come up with a solution for the newly changed grandparent pass limitations. DP is proposing Dept. 21 entrance fees to be changed for ages 5-12 to \$3.00, 13 and up will remain \$5.00. She is requesting a 2-tiered guest fee. JP is suggesting an extended pass be available for the pool. BR agreed with the reduction for kids. DP suggested next year we plan for an annual pass for the pool.</p> <p>Motion by JS to approve the fee schedule as presented 2nd by DL Motion Approved VOTE 6-0</p>
<p>3.</p>	<p>Review of 2019/2020 Assessment Calculation</p> <ul style="list-style-type: none"> a) Review Reserve Contribution, FY 2019-20 b) Anticipated Balance (AB) Calculation c) Discuss Assumption of Non-Paying Members d) Discuss Contingency Fund Amount e) Discuss Special Assessment f) Review the 2019/20 Annual Assessment Summary <p>WS gave an overview of the reserve contributions anticipated balance calculation, assumption and contingency fund amount. Reserve contribution is determined by the most recent reserve study. WS suggests we stay wit that recommendation received from the specialist. CD's have been an asset and been credited to the balance owed by the membership. All calculations anticipating receipt of 96% of the memberships assessments. \$1583.00 is the need per paying member. Of course this amount will need to be rounded in order to be divisible by 4 due to the 4 payment plan. Water is an anticipated expense that is anticipated to be an option to reduce the assessment. Any department using 61 units or more we will save money due to the tiered rates.</p>

	<p>WS recommends we stay with the weighted average. This is a summary of a-f. Further discussion ensued regarding billable units of water. The other determining cost for future assessments will come from a reserve study that will need to be done this year. JP asked about bad debt and the percentage of uncollected assessments. Minimum wage, insurance and the lack of 1 off reductions. We need to be cautious with operational budgets. Capitol projects are planned for.</p> <p>Motion by JS to accept \$1584 assessment amount for the 2019-2020 2nd by Ron. – Withdrawn</p> <p>GM and MH still have a problem with the hours increase at the Whiting Center. GM is suggesting the Whiting Center try to reduce their number for next year.</p> <p>Motion by JS to accept the budget as presented for 2019-2020 fiscal year in the amount \$5,498,670.00 2nd by RW Motion Approved VOTE 6-0</p>
4.	Discuss and Review 2019-20 Budget – Finance Advisory Committee

E. ANNOUNCE UPCOMING MEETINGS:

- Board of Directors Regular Board Meeting, Tuesday, April 16, 2019, 6:00 PM, Oak Tree Country Club
- Board of Directors Special Monthly Meeting, Monday, April 22, 2019, 1:00 PM, BVSA Conference Room

F. ADJOURN SPECIAL MEETING: @ 2:11 PM

Approved by the Board of Directors

Date: April 16, 2019

Signed: *Anita Bauer*

Anita Bauer

Secretary to the Board of Directors