



Bear Valley Springs Association Board of Directors
 Regular Monthly Meeting
 Tuesday, September 17, 2019 at 6:00 PM
 OTCC Reception Area

Open to All
Members

MINUTES

A. ANNOUNCEMENTS

1. **Call to Order – Pledge of Allegiance @6:02 PM**
2. **Roll Call –**

Board Members Present: President Jim Panek, Vice-President Monique Herbst,
 Treasurer Guy Munday, Director Butch Reyburn, Director, Peggy Bergman-Smith

Staff Members Present: General Manager Wesley Shryock, Administrative Assistant
 Anita Bauer, Project Manager Debbie Shryock, Accounting Admin. Gina Silva

3. **Declaration of Intent to Tape the Meeting**

This meeting will be digitally recorded to assist in capturing the minutes. Members attending the meeting are prohibited from using any sort of recording device during the meeting. This includes audio recorders, video recorders or any type of camera (including cell phone cameras).

B. ADMINISTRATIVE & PROCEDURAL MATTERS / CORRESPONDENCE

Item #	Item
20-057	Approval of the Agenda <ul style="list-style-type: none"> ▪ September 17, 2019 Regular Meeting Agenda Motion by GM to approve the 9/17/19 regular meeting agenda. 2nd by BR Motion Approved VOTE 5-0
20-058	Approval of Minutes <ul style="list-style-type: none"> ▪ August 20, 2019 Regular Meeting Minutes Motion by GM to approve the 8/20/19 regular meeting minutes. 2nd by MH Motion Approved VOTE 5-0
20-059	Reading of the Executive Session Report <ul style="list-style-type: none"> ▪ Regular Meeting 08/20/19 ▪ Special Meeting 08/26/19 Read in to the record and received and filed as reported
20-060	Receive and File Various Committee Reports <ul style="list-style-type: none"> ▪ Equestrian Advisory Committee- 08-05-19 ▪ Recreation Advisory Committee- 08-14-19, 9-04-19 ▪ Golf Advisory Committee – 08-06-19 <u>Recommendations:</u> RAC is recommending the request by the Tailwaggers to plant trees at the Dog Park. Motion by GM to receive and file the committee reports as reported above 2nd by BR Motion Approved Vote 5-0
20-061	Treasurer’s Report – Treasurer Guy Munday Read into the record by Gina Silva.

C. GENERAL MANAGER

Item #	Item
20-062	Controller’s Report – General Manager Report - Read into the record by Wesley

	Shryock and received and filed as reported.
20-063	Amenity Highlights and Challenges – General Manager Wesley Shryock gave an overview of the usage of the amenities in August and September.

D. MEMBER COMMENTS

In order to give you an opportunity to address the Board, and in compliance with Civil Code Section 4925 and 5000(b), we've set aside a period of time for members to provide their comments to the Board. We ask that you document your issue(s) by completing the BVSA Public Comments Form to assist us in documenting your issue. If you have not already filled out a Public Comments Form, please do so now and hand it to the Board Secretary, Anita Bauer. The forms are located at the entrance where you came in. When you are recognized, please come up to the lectern and use the microphone. Begin by stating your name and tract/lot number for the record and please limit your comments to five (5) minutes. If someone else has already stated the issue, but you have something else to add to it, please raise your hand to be recognized. Due to time constraints, the Chair may limit participation to once per member. Thank you for your cooperation and adherence to this Open Forum Policy.

Mr. Neil Hicks- 3440-346- He asked questions regarding last month's budget. He asked what the employee meal discount is. He was told the discount is 20% while an employee is working. F&B employees get one meal after working 6 hours. He asked what is employee incentives. WS answered the incentives should be a budget item that pertains to payroll. Managers are offered an incentive for keeping their annual budget under budget. Their operating expenses are kept low which keeps our amenities low. JP answered that each department is given an incentive for staying under budget and not spending all of their budget or not going over budget. It's an incentive to keep costs down. WS answered his questions about employee relations being a variety of incentives such as water, coffee, gifts for a staff meeting. He also asked what community relations is? Community volunteers. WS answered his favorite portion of that budget is for the Volunteer Appreciation Dinner. BVS is run by amazing volunteers that work tirelessly all year long and they are offered a dinner at the end of the year. Mr. Hicks asked that some of these things be explained. He was told about the open budget meetings that occur every year. He was encouraged to come in to the budget meetings or office for explanations. Mr. Hicks requested a written statement that explains what the budget line items mean.

Kathy Kneer- 3455-075- She assured the members that the Board and employees have 2 days of budget meetings that she attended last spring. She stated the staff and Board worked very diligently on each line item and asked managers why each item went down or up. She told the membership she ran 2 non-profit organizations and she likes she effort by staff to recognize the performance of employees. She is in agreeance with the bonus compensation process for managers and believes it is fair. She believes it keeps the employees from being clock-punchers. She appreciates the staff and has seen great effort on their behalf. She does believe there is more that can be done to communicate with the membership but she is very proud of this organization and believes it is well run and wants all to be proud of this great place that we have so let's get on with things and give the staff and Board their due and get on with it.

Dr. Laura Amstead- 2802-001- She wants to discuss with the Board of Directors the community relations that the Women's Club is doing and has been doing over the years. She handed the BOD an annual overview from 1980-present the donations and scholarships that have been granted.

Laurie Rude-Betts- 3417-363 – addressed the BOD regarding Yellow Starthistle, it's growth patterns and the need to control it in our valley by both the BVCS and the BVSA.

Charles Jensen- 3430-229- Has some questions regarding the ABC license. He believes the signs for the new license came out of nowhere. He would like an explanation of the need for, the why and why he wasn't told this was happening. WS said there is a line item in the presented budget that shows the monies spent on the license. A license transfer is being pursued that protects us in the event that an agent is on site where a visiting guest of a property owner is dining without the property owner and would like to have an alcoholic beverage. JP stated the events that started months ago that caused the need for this transfer.

Fiona Nelson- 3417-063- Concerning the liquor license, she is very pleased that the Board is not listening to a tiny minority regarding the liquor license. She believes the BOD is doing what is best for all of us. She wanted the Board to know she was well aware about the liquor license purchase because she attends a majority of the meetings. She believes it is unfair for people to accuse the BOD of not being transparent because she was well aware this was happening. She believes the vast majority appreciates what you do. She wants to publicly thank the Board for everything they do.

Maria Blasko- 3471-455- Maria asked a question regarding transparency and taping of the meetings and the minutes. She wants to bring a sense of compassion to the meetings. She asked how to get a copy of the recording of the meetings. She was told to request those from the Board Secretary and the price thereof.

JP thanked everyone for their comments and told everyone the BOD really appreciates the membership bringing their concerns.

E. CONSENT CALENDAR – 6 items

20-064	2019-2020 Board of Directors Board Meeting Schedule
20-065	2019-2020 Board of Directors Operational Calendar
20-066	BVSA Follow Up Items list
20-067	Request and Approval to Adopt BVSA Rule change Article 3, Section 305-Use Privilege Cards, Sub-section (g)(4).
20-068	Request and Approval to Adopt ECC Rule Change Section 103, Occupation and Special Use Permits, sub-section B.
20-069	Request and Approval to Adopt ECC Rule Change Section 200, ECC to Approve Plans, Etc. and Conditions. Sub-section E.
	Motion by GM to approve the consent calendar as presented. 2nd by MH Motion Approved VOTE 5-0

F. BOARD BUSINESS ACTION ITEMS – 14 items

Item #	<u>Item</u>
20-070	Discussion and Request for Approval: Request by Tailwaggers Dog Club to plant 18 Poplar Trees at the Dog Park. Molly Mackin 3420-531 – She is the Tailwaggers Club President and brought in a few gifts and asked the Board for approval for the purchase and planting of Poplar trees at the Dog Park at Cub Lake. Molly presented the proposal. MH asked about the extra expense on the new proposal as opposed to the extra expense they are asking for from the Board. JP asked if the number of trees could be scaled back. Wes asked about changing the type of trees. MM asked about labor to help plant. Brandon stated the backhoe could dig holes. WS stated if the BOD is open to it, Brandon and Mark could help with labor. MM said they could supply labor and supplies. JP is asking them to scale back the cost and possibly bring a new proposal. WS asked if the club would be open to changing the type of tree due to the cleanup needed for poplars. MM said they have spoken to experts that have stated the flood area requires a specific type of tree be planted. GM asked if a new proposal could be done. WS and MM will put together a revision to the proposal request. Kimberly Clow was asking if the BOD would purchase an additional 3 comparable trees at the same time for the east side of Cub Lake. GM would like to add this to Monday’s agenda. Board agreed to differ this to Monday. No Board Action.
20-071	Discussion and Approval; Request to Establish New Board Advisory Committee - Lake Quality Advisory Committee Janet Fulks introduced herself as the advisory board Chairperson. Motion by JP to establish the new Lake Quality Advisory Committee. 2nd by MH Motion Approved VOTE 5-0
20-072	Discussion and Approval: Request to Approve Annual Appointment of Committee Members for Lake Quality Advisory Committee Motion by MH to approve the annual appointment of committee members for the Lake Quality Advisory Members.

	<p>2nd by JP Motion Approved VOTE 5-0</p>
20-073	<p>Discussion and Approval: Individual Request to be Appointed to RAC (Recreation Advisory Committee) – Will Handley Motion by MH to approve the appointment of Will Handley to the Recreation Advisory Committee. 2nd by JP Motion Approved VOTE 5-0</p>
20-074	<p>Discussion and Approval: Individual Request to be Appointed to ECC (Environmental Control Committee) – Bob Tootell Motion by JP to approve the appointment of Bob Tootell to the Environmental Control Committee. 2nd by BR Motion Approved VOTE 5-0</p>
20-075	<p>Discussion and Approval: Finance Committee Operational Investment Proposal Wesley gave a description of the investments of the operational money as well as the reserves according to Davis-Stirling Act. The proposal is a 6- month CD for interest on the monies received from the operational monies. JS stated this is FDIC insured. Motion by JP to approve the Operational Investment Proposal by the Finance Committee which is in accordance with the Operational Investment Policy. 2nd by MH Motion Approved VOTE 5-0</p>
20-076	<p>Discussion and Approval: Golf Course Signage Wesley gave a copy of the CER for the golf course signage. Motion by GM to approve Alternative One South Street digital for \$285.00 plus a 10% contingency of \$28.50 for a total of \$313.50. 2nd by BR Motion Approved VOTE 5-0</p>
20-077	<p>Discussion and Approval: Reserve CER (Capital Expenditure Request) for Rotovac Carpet Cleaner – Maintenance Dept. Motion by BR to approve Alternative One- Rotovac Corporation for \$4095.plus a 10% contingency of \$409.50 for a total of \$4504.00 to be funded from the reserve account. 2nd by MH Motion Approved VOTE 5-0</p>
20-078	<p>Discussion and Approval: Reserve CER for Ventrac – Golf Maintenance Motion by JP to approve Alternative One Belkorp Golf and Turf for \$37734.60 to be funded from the reserve account. 2nd by MH Motion Approved VOTE 5-0</p>
20-079	<p>Discussion and Approval: Reserve CER for Restrooms – Main Barn – Equestrian Center Motion by MH to approve alternative One BVSA Facilities Maintenance for \$5200.00 for labor and \$10,350.00 for materials plus a 10% contingency of \$1555.00 for a total of \$17,105.00 To be funded from the reserve account 2nd by BR Motion Approved VOTE 5-0</p>
20-080	<p>Discussion and Approval: Reserve CER for Lane Line Reel with Cover – Pool Motion by GM to approve alternative One Pool Web for \$2301.94. plus a 10%</p>

	contingency of \$230.19 for a total of \$2532.13 to be funded from the reserve account. 2nd by PBS Motion Approved VOTE 5-0
20-081	Discussion and Approval: Reserve CER for Smith Machine- Free Weights- Whiting Center Motion by GM to approve Alternative One Total Fitness Woman for \$1800.00 plus a 10% contingency of \$180.00 for a total of \$1980.00 to be funded from the reserve account 2nd by MH Motion Approved VOTE 5-0
20-082	Discussion and Approval: Reserve CER for Televisions – Oak Branch Saloon Motion by JP to approve Alternative One Amazon for \$974.94 plus a 10% contingency of \$97.49 for a total of \$1072.43 to be funded from the reserve account. 2nd by MH Motion Approved VOTE 5-0
20-083	Discussion: November 2019 Bear Tracks Board Article due on October 17, 2019 – Guy Munday

G. SUMMARY OF TODAY’S FOLLOW UPS

1. Add Discussion and Request for Approval: Request by Tailwaggers Dog Club to plant 18 Poplar Trees at the Dog Park to the Monday 9/23/19 agenda.

H. ANNOUNCE UPCOMING MEETINGS AND NOTICES

MEETINGS

- Special Monthly Board Meeting, Monday, September 23, 2019 at 1:00 PM, BVSA Conference Room
- BVCSD Monthly Board Meeting, Thursday, October 10, 2019 at 6:00 PM, BVCSD Office
- BVCSD/BVSA Liaison Meeting, Thursday, October 10, 2019 at 10:00 AM, BVCSD
- Regular Monthly Board Meeting, Tuesday, October 15, 2019 at 6:00 PM, OTCC Reception Area (Closed Executive Session prior to the Open Meeting)

NOTICES

- Closed Executive Session Board Meeting on September 17, 2019 to begin at 9:00 AM (prior to the Open Session) where the Board of Directors will conduct Association business that falls within any one of the following categories:
 - Member Discipline – None
 - ECC Matters – None
 - Litigation/Legal Matters – None
 - Contracts – None
 - Delinquent Assessments – None
 - Personnel Matters – 2 items
 - Compliance Officer Report – None

Executive Session Board Meetings are confidential and therefore **CLOSED** to the membership.

I. ADJOURN REGULAR MONTHLY MEETING @7:47 PM