

**Minutes**  
**LLPVRC Board Meeting**  
**March 17, 2017**

**I. Call to Order**

The meeting was called to order at 10:00 AM by Board Vice Chairman Bott. In attendance were the following: Linda Gutierrez, Tom Bott, Mary Walker and Scott Smith.

**II. Approval of Previous Minutes**

The minutes of the August 12, 2016 meeting of the Board were approved as written.

**III. File Reviews**

A. New Applicants: The Application of Annie Simon was approved.

The following correspondence/actions were noted as completed and/or submitted:

- 1<sup>st</sup> Quarter Legal Costs Paid Report
- 1<sup>st</sup> Quarter Accounts Receivable Report
- 1<sup>st</sup> Quarter Office of Risk Management Risk Exposure Reporting Form
- Equal Employment Opportunity Policy
- 2<sup>nd</sup> Quarter Legal Costs Paid Report
- 2<sup>nd</sup> Quarter Accounts Receivable Report
- 2<sup>nd</sup> Quarter Office of Risk Management Risk Exposure Reporting Form
- Budget for 2016 -2017
- Certification of Annual Property Inventory
- Annual Financial Report was completed by Eric Vicknair
- 1099-MISC and 1096 tax forms
- Memo to state treasury regarding self-generated revenues

**IV. Next Board Meeting**

The next meeting of the Board will be held on August 18, 2017, beginning at 9:30 AM.

**V. Adjournment**

There being no further business, a motion to adjourn was made (Tom Bott) and seconded (Linda Guterrez). The motion carried, and the Board adjourned at 11:25 AM.

Respectfully submitted,

Heather Watson  
Administrative Assistant

