

**ALPINE SPRINGS COUNTY WATER DISTRICT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**

Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held Friday, March 13, 2015, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Grant called the meeting to order at 8:31 a.m.

3 **PLEDGE OF ALLEGIANCE**

4 Those attending joined in reciting the Pledge of Allegiance.

5 **ROLL CALL**

6 Directors Present: Janet S. Grant, President; Jon Northrop; Evan Salke; Christine
7 York.

8 Directors Absent: Michael Battey.

9 Staff Present: John Collins, General Manager; Buz Bancroft, Operations &
10 Maintenance; Mike Dobrowski, District CPA; Jancis Martin, Recording Secretary.

11 Guests Present: Dave Zaski/NTFPD; Steve Simons/NTFPD; Tim
12 Alameda/NTFPD; Nita Wracker/NTFPD; Alan Whisler/NTFPD; Chris
13 Nelson/Alpine Sierra; Ron Ley/Damore, Hamric & Schneider, Inc.

14 **2. PUBLIC PARTICIPATION**

- 15 • Chris Nelson, the owner and developer of the proposed Alpine Sierra
16 subdivision, gave a status update on his project. He is done with the Notice
17 of Preparation and the scope for the Environmental Impact Report (EIR). His
18 current plan includes 28 large lots and 10 smaller ones. He is working with
19 Placer County and his architect to address the County's concern about steep
20 slopes. The Draft EIR is due out late summer and a lot of public process lies
21 ahead. He will leave an aerial view and scale model of the project in the
22 Office for public review.
- 23 • Chris also mentioned that the Stanford Alumni Association hired him as
24 consultant for an 18-unit townhome project, to be built where the Stanford
25 Chalet is currently located. The environmental submittal will be later this
26 month. Chris can give the Board a more detailed presentation at a future
27 date if they like.
- 28 • Chris said he would be separating a small parcel from the main Alpine Sierra
29 subdivision. The parcel is unbuildable and will be maintained as open space.
30 He said if the Board was interested, he could transfer it to the District to use
31 as open space. Otherwise he can transfer it to AME.

32 **3. ITEMS FOR BOARD DISCUSSION & ACTION**

33 **A. Financial Reports:**

34 Mike Dobrowski, District CPA, was in attendance for this agenda item and
35 reported:

- 36 • Mike's main focus last month was the audited financials.
- 37 • It was financially a routine month. The year-to-date total for the
38 current capital projects is \$617K, and the year-to-date net income is
39 \$21K over the prior year. Financially it has been a good, routine year.
- 40 i. **February Financial Statements:** Director Northrop made a MOTION
41 that the Board accept the February 28 month-end financial reports.
42 Director York SECONDED the motion. Directors Northrop, Salke and
43 York being in favor, the motion was APPROVED.
- 44 ii. **February Expenses Paid & Payable:** The Directors reviewed the
45 monthly check register. Director Northrop made a MOTION that the
46 Board approve the Expenses Paid & Payable (the debits for payroll
47 and checks 27922 through 27966). Director Salke SECONDED the
48 motion. In discussion, it was noted that check 27922 was missing
49 from the checks listed in the Board packet. Mike said check 27922

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1 was \$306 to CWEA for an application for a technical certificate.
2 Directors Northrop, Salke and York being in favor, the motion was
3 APPROVED.

4 **B. Approval of Minutes:**

5 Director Northrop made a MOTION that the Board approve the minutes of
6 the February 13, Regular Board of Directors Meeting. Director York
7 SECONDED the motion. Directors Northrop, Salke and York being in
8 favor, the motion was APPROVED.

9 **C. Fire Department Report:**

10 Steve Simons, Tim Alameda, Dave Zaski, Nita Wracker and Alan Whisler
11 from NTFPD were in attendance for this agenda item.

- 12 • Dispatch Calls: There were 16 calls to dispatch in February, 13 of
13 which were EMS calls from the ski resort.
- 14 • Operations: Steve Simons reported that Chief Schwartz is now the
15 area OES Coordinator for mutual aid for the region, which includes
16 the Tahoe basin and Truckee all the way to Nevada. NTFPD is
17 preparing for the upcoming fire season. They have moved their
18 readiness date forward, which is making preparations hectic. He and
19 Buz have been talking about hooking ASCWD into NTFPD's alarm
20 system; NTFPD is supportive of the idea. Contractors for the County
21 will be starting the Alpine Meadows bridge replacement project in 2-3
22 weeks. The current plan is to finish it in October, except for the
23 landscaping. Director Salke asked if NTFPD felt the temporary bridge
24 was being engineered well enough to stand up to the weight of Type 1
25 engines and water tenders. Steve said the temporary bridge was
26 supposed to be able to handle 9 axle trucks, so NTFPD was confident
27 it would be strong enough for their engines. Director Northrop asked
28 who the engineer is for the project; Manager Collins said he would
29 check and let Director Northrop know. Steve said that with the basin
30 being in its fourth year of drought and a small storm expected to blow
31 through Sunday with high winds, NTFPD would be on alert, given the
32 dry fuels.
- 33 • Fire Station Staffing: NTFPD staffed the station for 18 days last
34 month, for a total of 162 days for the fiscal year.
- 35 • Public Outreach: Dave reported that NTFPD received its grant for
36 public outreach, which will involve holding community meetings in the
37 form of BBQs and presentations on defensible space. Tim and Dave
38 talked with Lake Tahoe Television (channel 14 on local cable) with the
39 result that NTFPD will have a live program every Wednesday at 7:00
40 a.m. to talk with the community about fire safety. The program will be
41 a good opportunity to showcase NTFPD's CERT team, defensible
42 space and other projects. Lake Tahoe Television broadcasting
43 reaches the Bay area, so NTFPD's outreach can communicate with
44 second homeowners there. Dave invited people from ASCWD to
45 come for a session.
- 46 • Other Grants: NTFPD just received approval for their evacuation plan
47 grant (funded by SRA fees), that will allow them to update and
48 distribute their evacuation plan to everyone in their jurisdiction,

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1 including Alpine Meadows. The plan will be ready sometime after the
2 middle of this summer.

- 3 • Chipping: Dave said NTFPD might have funds coming in to support
4 the chipping program. Director Salke asked if someone from NTFPD
5 could evaluate the greenbelt areas in Alpine Meadows. Tim said he is
6 low on staffing and has to borrow Dave Rodriguez from Meeks when
7 needed. Nita said the grants were for residential, rather than
8 community, chipping. CalFire did 225 defensible inspections in Alpine
9 Meadows, which is another return on SRA funds. They also did
10 inspections for close to 50 hazardous tree permits.
- 11 • CalFire: CalFire is looking at moving back into the Carnelian Bay
12 station six weeks earlier than last year. They will also have two
13 engines in Truckee by April. Nita said CalFire's proactive stance is a
14 direct reflection on the new unit leader who toured the area with Chief
15 Schwartz last month.

16 **G. Introduction to Updated Fire Mitigation Plan:**

17 NTFPD's Nita Wracker said the Board needed to set a date for the public
18 hearing at which the updated Fire Mitigation Plan will be aired. The
19 hearing needs to be held a minimum of 30 calendar days after today's
20 introduction, so should be scheduled for the ASCWD Board's May
21 meeting. The updated Plan includes a fire mitigation fee increase of three
22 cents per square foot for residential construction. President Grant
23 pointed out a typo on the second to last line on page 2 ("directly" should
24 replace "directed"). Pat Davidson of CATT (Contractors Association of
25 Truckee Tahoe) plans to provide comments via letter and will attend the
26 public hearing. Director York made a MOTION that the Board set the
27 public hearing for the updated Capital Facilities and Fire Mitigation Fee
28 Expenditure Plan to be held during the May 8 ASCWD Board meeting.
29 Director Northrop SECONDED the motion. Directors Northrop, Salke and
30 York being in favor, the motion was APPROVED.

31 **D. General Manager's Report:**

32 John Collins, General Manager, provided a written report on his activities
33 during the month of February, with discussion on the following topics:

- 34 • Alpine Meadows Road Bridge Replacement Project: No activity.
- 35 • Alpine Sierra Subdivision: No activity.
- 36 • Chalet Road to John Scott Trail Waterline, PRV & Sewer-line Project:
37 The lines are operational, but a final punch list of items remains to be
38 completed before the project is finalized.
- 39 • AME Well Re-drill: The project will be ready to bid at the end of
40 March. Manager Collins should be able to bring a contract to the
41 Board for approval in April.
- 42 • Tank 4 and 4A Replacement: Larry Heywood is working on the
43 avalanche risk assessment. Tentatively his assessment is that the
44 project site appears to be in a perfect location, avalanche-wise.
- 45 • Audit: Manager Collins worked with the auditors and completed the
46 Management's Discussion and Analysis (MDA).
- 47 • USFS: Manager Collins exchanged emails with Jerry Kroft,
48 representing Alpine Manor, and Ben Tallarigo, representing Alpine
49 Village apartments, regarding putting the District on their "hold

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1 harmless and general liability insurance”. Alpine Manor is fine with
2 putting the District on their insurance policy, but Ben Tallarigo does
3 not want to put the District on the Alpine Village insurance policy. At
4 issue is a piece of District property about 100 square feet in size that
5 people have to cross to access Alpine Manor and Alpine Village.
6 Manager Collins asked the Board what action to take with respect to
7 Alpine Village: advise Ben Tallarigo that the District will deny Alpine
8 Village access to the lot; let Alpine Village use it without putting the
9 District on their insurance, or sell them the piece of property. Director
10 Salke recommended that Manager Collins tell Ben Tallarigo he is
11 using it at his own risk, so that the District is absolved of liability.
12 Manager Collins said he would continue consulting with District
13 Counsel, but that meanwhile he would advise Ben Tallarigo he should
14 no longer access the property. The Board agreed. There was brief
15 discussion about the concept of selling the property. Manager Collins
16 said he cannot decide whether the District should sell it to Alpine
17 Manor or Alpine Village. In order to sell it, the District is required to go
18 through a process of appraising, surveying, acquiring a permit,
19 noticing, etc., and the expense involved is a minimum of \$6-7K.

- 20 • Disposal of Other District property: The Ancinases are currently
21 obtaining the requisite appraisal and survey for the piece of property
22 they need to facilitate the Alpine Meadows Road Bridge Replacement
23 Project. It will take about six months until there is something the
24 Board can review.
- 25 • USFS Special Use Permit: Manager Collins completed final
26 documents and submitted them to the USFS for review.

27 **E. Operations & Maintenance Department Report:**

28 Buz presented a written report for the month of February that included
29 status updates on water, sewer, garbage and other services provided by
30 the District.

- 31 • Maintenance performed: Staff maintained equipment and did
32 preliminary budget work.
- 33 • Sierra Control Systems installed the new SCADA sewer monitoring
34 system.
- 35 • All routine water samples were absent coliform bacteria.

36 **I. Spring Newsletter:**

37 The Board reviewed the draft spring newsletter and suggested the
38 following changes:

- 39 • Manager Collins said he would make edits to incorporate changed
40 Park rates (see today’s agenda item 3Liii).
- 41 • President Grant pointed out that the Board has not approved \$14K for
42 chipping. The Board agreed that details of the funding should be
43 omitted for now, but that the newsletter should say something along
44 the lines of “a chipping program will be available, details will be
45 provided later, check the District website”.
- 46 • Director Salke suggested mentioning NTFPD’s weekly program on
47 Lake Tahoe Television.
- 48 • Director York said the dates of the Park events need to be updated.

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- President Grant reminded Manager Collins that the bridge replacement project is now supposed to start in April, rather than May.

The Board took a break between 9:25 and 9:35.

F. Financial Audit for the Fiscal Year 2014:

The Board reviewed the audit report for fiscal year 2014, including the MDA and the responses to the internal controls memorandum. Ron Ley from Damore, Hamric & Schneider was in attendance for discussion of the audit, as was Mike Dobrowski, District CPA.

- Ron said the audit is required by the state of California, but additionally, it is a good chance for the District to revisit its controls and procedures. He reported that he did a thorough review of the audit documentation with the Budget & Finance Committee yesterday.
- The auditors noted several new items this year:
 - 1) The District implemented GASB 45 for the first time this year, based on the discovery last year of the District's liability of retirement benefits funding;
 - 2) the auditors identified seven misstatements in the financial system, all of which have been corrected; and
 - 3) the auditors identified an internal control that would be beneficial to implement (that management review and approve all pay rate changes and document the approval of all change inputs made by Mike).
- The auditors identified some deficiencies during the audit. The Management Letter Memorandum documented the deficiencies along with Manager Collins' response to them:
 - 1) One employee timesheet was not approved by a supervisor (Manager Collins responded that from now on, in the absence of the supervisor, the Office Manager would obtain approval from the General Manager);
 - 2) Some bank reconciliations were not performed within the recommended 30-day period (Manager Collins' response included an explanation of the LAIF account reconciliation process and said the District would continue to diligently reconcile all bank and investment accounts in a timely manner);
 - 3) Some customer files contained insufficient documentation to support the billing amount, and in one case a customer had more fixtures than they were being billed for (Manager Collins' response reiterated the District's policy of catching up with missing service applications, acknowledged the billing error and said the error would be corrected) – Ron suggested that the District do a rotating audit process of accounts and fixtures, including physical inspections;
 - 4) Some allocation of compensated absences, property tax revenue and prepaid expenses did not line up with the allocations approved by the Board (Manager Collins responded that the noted allocations were corrected during the audit process) – these are the items listed as "Corrected and Uncorrected Misstatements" in the auditors' letter to the Board;

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- 1 5) The Principal Financial Group stock shares were not recorded on
2 the District's books - the auditors recommended that such
3 transactions be properly and timely recorded and that Manager
4 Collins determine if the District has the right to the stock shares
5 (Manager Collins responded that the transaction was recorded as
6 soon as he became aware of the matter and confirmed that the
7 District has the right to the stock shares). Director Salke asked if
8 it was appropriate for the District to own such stock shares. Ron
9 said it wasn't necessarily a problem, but since the Budget &
10 Finance Committee recommended selling the stock, it wouldn't be
11 an issue anyway;
- 12 6) The garbage rate change inputs made by Mike were not approved
13 (Manager Collins responded that from now on he would approve
14 all changes that are made in the system by Mike).
- 15 • Appropriation Limitations: Ron reported that the auditors reviewed the
16 numbers calculated by Manager Collins, produced their report and
17 found no exceptions in the District's calculations. Manager Collins
18 explained that the process ensures that the District does not collect
19 more property taxes than the amount to which it is entitled.
 - 20 • Audit Report: Ron said the auditors' opinion was unmodified and
21 unqualified with respect to both governmental activities (i.e., Fire and
22 Park) and business-type activities (i.e., Water, Sewer and Garbage).
23 The auditors did not audit or express an opinion on the MDA.
 - 24 • MDA: Ron said it was detailed and comprehensive. He especially
25 liked the Economic Factors and Future Budget Considerations section
26 on pages 11-12. Director Salke added that he has expressed to
27 Manager Collins his interest in putting together a complete list of
28 District assets and infrastructure, along with their life expectancies.
29 Ron said that some districts hire consultants to put together such a
30 long-range planning tool. Manager Collins said the District has a
31 depreciation spreadsheet, but that it is not broken down into detail
32 (electricity, painting, roofing, etc.). A complete Capital Improvement
33 Plan would have all the extra detail. Ron said it was a very worthwhile
34 project, but beyond the scope of the accounting system. He said
35 there were asset management software programs available to help
36 with it.
 - 37 • Financial statements:
 - 38 ○ Pages 13-14: set forth the organization of the District, showing its
39 governmental activities (Fire and Park) and business activities
40 (Water, Sewer and Garbage). The current assets are very similar
41 to prior years. The District will probably pay off its snow-making
42 debt next year.
 - 43 ○ Page 15: Park continues to run at a loss, per Board policy.
 - 44 ○ Page 16: Director York asked why Park was down from the prior
45 year; Ron said fees were down and operating expenses were up.
46 The General Fund (Fire) improved.
 - 47 ○ Page 17: General Fund: revenues were over budget, expenses
48 were under budget, resulting in a net increase against budget.

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- Page 18: The business-type activities' net position increased over the prior year for all funds.
- Page 19: The detailed statement of business-type activities showed that total operating expenses were up and total operating income was up as well.
- Page 20-21: Two methods of showing cash flows.
- Footnotes: The footnotes that generated discussion were:
 - Note 3, Cash and Investments: Pages 31-34 in particular show the break-down in District investments for the current and prior years.
 - Note 10, Post-Retirement Healthcare Benefits (OPEB) (pages 38-40): The first year Annual Required Contribution (ARC) was \$35,705, \$20,693 of which was to fund the amortization of the actuarial accrued liability, and \$14,051 of which was in paid contributions. The note lays out the information required for the Board to make a decision about how to implement an OPEB savings plan. The amount that needs to be funded is currently \$348,255. Ron said a lot of districts use CalPERS to manage the plan. CalPERS does the investing, but requires individual districts to pay for their own actuarial studies. There is a 2015 accounting requirement that all governmental entities record such liabilities, even though there is an understanding that it is a deferred liability. The OPEB savings plan will affect the District's net position. There was extensive discussion about how to implement the OPEB savings plan and how to record the liability next year. Manager Collins said he didn't see the District changing employees in the foreseeable future, but theoretically for future hires, it will be competing with companies that fund defined benefits as retirement benefits, vs. defined contribution. The current 6.25% contribution can change, and may have to go up in the future.

Director Northrop made a MOTION that the Board accept the fiscal year 2014 audit as presented. Director York SECONDED the motion. Directors Northrop, Salke and York being in favor, the motion was APPROVED.

H. Engagement Letters for Fiscal Year 2015 Audit:

Director Northrop made a MOTION that the Board accept the proposal from Damore, Hamric & Schneider to perform the work associated with the appropriations limit for fiscal year 2015, for an amount not to exceed \$800. Director York SECONDED the motion. Directors Northrop, Salke and York being in favor, the motion was APPROVED.

Director Northrop made a MOTION that the Board accept the proposal from Damore, Hamric & Schneider to perform the fiscal year 2015 financial audit, including the State Controller's Report, for an amount not to exceed \$16,800. Director York SECONDED the motion. Directors Northrop, Salke and York being in favor, the motion was APPROVED.

J. CSDA Call for Nominations: Board of Directors, Sierra Network, Seat A:

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1 The Board discussed the call for nominations and chose not to nominate
2 any candidates for the California Special Districts Association Board
3 position.

4 **K. TTSA Report:**

5 Director Northrop provided the agenda and his own written report for the
6 March 11, regular TTSA board meeting. He reported that:

- 7 • The plant is operating normally and efficiently.
- 8 • All waste water discharge requirements are being met.
- 9 • TTSA approved the appointment of a new manager, who will be
10 starting May 4. The current manager, Marcia Beals, will remain with
11 TTSA a few months to help with the transition.

12 The next TTSA Board meeting has not yet been scheduled.

13 **L. Committee Reports:**

14 i. **Budget & Finance Committee:** President Grant presented a written
15 report of yesterday's Committee meeting.

16 a. **Non-Standard Transactions:** None.

17 b. **Investments/cash:** Per the Committee's recommendation,
18 Director Northrop made a MOTION that the Board authorize
19 Manager Collins to roll over the \$105K CD maturing April 2.
20 Director Salke SECONDED the motion. Directors Northrop, Salke
21 and York being in favor, the motion was APPROVED.

22 c. **Audit:** Ron Ley (participating by telephone) reviewed with the
23 Committee the audit findings, internal controls letter and
24 appropriations limit schedules.

25 d. **Letters from Customers Regarding Billing Issues:** None.

26 e. **Principal Group (PRG) Stock:** Per the Committee's
27 recommendation, Director Northrop made a MOTION that the
28 Board authorize Manager Collins to liquidate the District's PRG
29 stock and put the proceeds into the District's cash account.
30 Director Salke SECONDED the motion. Directors Northrop, Salke
31 and York being in favor, the motion was APPROVED. Director
32 Salke asked Manager Collins to ensure the money is put in the
33 correct account.

34 f. **Requests for Unbudgeted Expenses:** Per the Committee's and
35 NTFPD's recommendation, Director Northrop made a MOTION
36 that the Board approve the unbudgeted expense of \$600 for the
37 installation of four smoke and heat sensors in the Office. Director
38 Salke SECONDED the motion. Directors Northrop, Salke and
39 York being in favor, the motion was APPROVED. The District will
40 pay the cost of monitoring the Vehicle Storage Building for \$390 a
41 year and NTFPD will incur the cost of monitoring the Office
42 sensors. Buz pointed out that this configuration of alarm systems
43 is less expensive than installing an independent system in the
44 Office and is equitable with NTFPD.

45 g. **Next meeting:** Scheduled for Thursday, April 9 at 2:00 p.m.

46 ii. **Administration & Personnel Committee:** Director Salke said
47 Director Battey has personal issues that have made it difficult to
48 schedule a meeting. Director Salke will go ahead and schedule a
49 meeting, since he doesn't want the work held up. Manager Collins

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1 has learned that CalPERS will not allow the District to exclude future
2 employees from certain retirement benefits. President Grant would
3 like the Committee to evaluate money expended on future employees,
4 above and beyond CalPERS.

5 iii. **Park, Recreation & Greenbelt Committee:** Director York reported on
6 the recent Committee meeting.

7 a. **Park Policy:** The Committee recommended some definition
8 changes to make the website clearer.

9 b. **Park Rates:** Per the Committee's recommendation, Director
10 Northrop made a MOTION that the Board approve the following
11 rate structure: 1) For groups up to 75 the rate stays the same; 2)
12 for groups of 76-99 the rate will be \$250; 3) for groups of 100-150
13 the rate will be \$500; 4) for groups of 151-200 and weddings, the
14 rate will be \$1,500; 5) for a single day pass, the rate changes from
15 \$8 to \$10; 6) for a family season pass, the rate changes from
16 \$135 to \$145; 7) for a family day pass, the rate stays the same;
17 and 8) for a family week pass, the rate also stays the same.
18 Director Salke SECONDED the motion. Directors Northrop, Salke
19 and York being in favor, the motion was APPROVED.

20 c. **Park Amenities:** Director York deferred discussion of these items,
21 since meeting minutes were not available to the Directors: tennis
22 court resurfacing, bocce ball court, landscaping and beach sand.

23 d. **Other:**

24 1) Easter Egg Hunt: April 4, 10:00 a.m.

25 2) Bird Walk: June 13, 8:00 a.m.

26 3) Flower Walk: July 5, 9:00 a.m.

27 iv. **Long Range Planning Committee:** No meeting.

28 **M. Open Items:**

- 29 • The next Board meeting is scheduled for 9:00 a.m. on Friday, April 10
30 (normal date, later time).

31 **N. Correspondence to the Board:** None.

32 **4. DIRECTORS' COMMENTS:**

- 33 • Manager Collins asked the Board to consider starting future Board meetings
34 later than the current 8:30 a.m. 9:00 a.m. would work better for him, since he
35 has a regular Friday morning meeting in Reno. President Grant said the
36 Board would discuss it at the next Board meeting.

37 **5. ADJOURNMENT**

38 There being no further business before the Board, the meeting was adjourned at
39 11:37 a.m.

40
41 Respectfully Submitted,

Approved as submitted 4/10/15

42
43
44
45
46 Jancis Martin
47 Recording Secretary