



## FINANCE COMMITTEE MEETING REPORT, May 13, 2015, NWCH

### **ATTENDANCE:**

Members present: Bonzon, Dundas, Disbrow, Hunter, McLaughlin, McShannic, Krewedl  
Members absent: Ravano, Eyton-Lloyd, King  
Ex-Officio Present: Salmon, Dir. Fin.  
Board Liaison: Miller  
Staff present: Etnyre, GM  
Board: Johns, VP  
TD Member: None

**CALL TO ORDER: TIME/QUORUM:** 3:00pm, quorum present

### **AGENDA ITEMS:**

A. Call to order;

B. Member Forum: No Members present.

C. 4/16 and 5/13 Agendas and 3/12 and 4/16 minutes approved 7-0 (Dundas 1<sup>st</sup>, Disbrow 2<sup>nd</sup>). No changes or corrections.

D. **April Preliminary Financials:** Revenue at \$238,000 off-budget by \$125,000 (above prior year by \$13,000); Expenses were \$256,000 lower than budget, leading to NOR at \$131,000 better than budget. YTD through April NOR is \$400,000 below budget. Members' Equity at 4/30 is \$724,000 (preliminarily).

E. **FPB&R:** Rev. Capital Funds Proj., Reviewed projected Development Fund activity: Primary new project is Snowmaking with Next Steps being: Identify Contractor; go through Truckee Planning Commission; complete sound study. Depending upon progress through the Planning Commission, could push into 2016. Marina work pushing into 2017. Info for projects from 2017 and on not included since General Plan update is currently underway.

F. **Policy Reviews:** Dundas reports that 97-8 to May Board, 95-14 likely for June.

G. **Budget Process Discussion:** Responding to comments from a few TDA Members who were encouraging the use of Zero-Based Budgeting for the Association, we held



**Tahoe Donner Association  
General Plan Committee Meeting  
May 4, 2015**

**Northwoods Clubhouse Upstairs Conference Room**

**3:00 to 5:00 pm**

Conference phone 1- 866 212-0875 Member code 9607483

**GENERAL PLAN COMMITTEE REPORT**

**ATTENDANCE:**

**GPC Members Present:** John Stubbs, Dwight Walker, Michael Bledsoe, George Rohrback, Bruce Barton, Nichelle Lyons, Michael Sullivan

**GPC Members Absent:** Michael Fajans, Mary Werschky, John McGregor, Doug Sherman

**TD Board members:** Tom Johns

**Finance Committee :** John Dundas

**Management:** Robb Etnyre, Miguel Sloane, Bruce Welton

**1 Member Comments:** Tom Johns reported on a member comment to him that the member wanted to pass on to the GPC. The Association needs to be concerned over the drought. If the drought continues, to survive, the Association needs to increase revenue or decrease cost. We need to create new activities to generate revenue.

The GPC thanked Tom for relaying this comment and noted that several subgroups were currently discussing additional ways to generate revenue.

**2 Capital Projects status report:** Forrest Huisman was unable to attend today's meeting, but has prepared a template Capital Fund Projections draft , version 20.9 dated May 17, 2015, presenting spaces for a 5 year interval of CFPs from 2015 to 2020, as requested by the GPC. John Stubbs gave a brief overview, indicating that Development Fund beginning year balances would be much improved from 2018 thru 2020. More details will be available to fill in the template as GPC subgroup recommendations for General Plan Capital Projects are submitted for consideration.



permitting applications by the end of May.

**ACTION ITEM:**After discussion, the GPC approved presenting the draft to the Watershed Council in order to gather and address input prior to submitting permitting applications to the County. Michael Bledsoe volunteered to look into other stake-holder agencies that might offer helpful review of the Plan.

Information item from Forrest Huisman: Gavin Ball: Gavin Ball is contracted by TDA as an outside agency consultant, for the pursuit of an entitlement grant and related environmental clearance for specific portions of the Tahoe Donner Association trails master plan, by both the County of Nevada and Town of Truckee. He has been approved to proceed with phase 3, which includes engaging the following consultants to establish project application for the Sub-group's top-23 projects, which will be prioritized on a yearly basis for implementation during summer months and as individual grading permits are applied for, and received. Additional consultants; Balance Hydrologics Inc, King Engineering- Civil Engineering Services, Micki Kelly- Biological Consulting, Susan Lindstrom- Consulting Archaeologist.

#### 5 Update from Snow Making subgroup: Report submitted by Michael Sullivan

1 Permits: We hoped to avoid the permit process and Planning Commission with it's associated notice periods and public hearing by obtaining a zoning variance. We met with John McLaughlin, Director of Planning, Town of Truckee and Tahoe Donner lawyers met with Town of Truckee lawyers to pursue this idea. The situation is complicated by the fact that the Downhill Ski Hill, and in fact, Tahoe Donner itself was created before there was a Town of Truckee. The conclusion reached by the Town was that we need to apply for a use permit for the Downhill ski area and include Snowmaking as a necessary ancillary activity. *In fact, Tahoe Donner will now proceed to apply for use permits for all of it's amenities ( except for the ACAC, which is currently permitted due to it's recent construction).* John McLaughlin stated that the Town of Truckee wants to work with Tahoe Donner to expedite this. We are scheduled for the June or July meeting, so it is possible that we may be permitted in time for construction this year, but it will be close. We will prepare a decision path for the Tahoe Donner Board of Directors, but it is possible that long lead time items would need to be ordered before the permit is granted, even though the permit could be granted in time for construction this year.



comprehensive user survey was not possible. It was agreed that this matter should be referred to the GPC Nordic subgroup to develop a recommendation for inclusion in the General Plan recommended Capital Projects and that the TOSS should review and have input into suggested location and size.

**9 Agenda for June 1 GPC meeting:** Listing of proposed Capital Projects by the GPC subgroups to be included in the new General Plan.

# Cross Country Ski Center - Tahoe Donner Association

## Construction Steering Committee (CSC), Meeting #12

Location: Alder Creek Adventure Center  
Date: Tuesday 5.12. 2015  
Time: 3:30pm – 4:15 pm

### Attendees:

Tahoe Donner Association: Forrest Huisman – Director of Capital Projects  
Lee Gray – Accounting & Assistant to Capital Projects  
Guests: N/A

### Meeting Notes:

### Agenda

- Schedule Update and Site Tour

1. Forrest led a tour through the building photographing and detailing the status of each room. Mark Dickson with Solar Power was on site installing the Solar on the roof. Forrest went on the roof to inspect. Due to the wind the panels could not be placed today. We then met with Garrett of Blue Rock, who advised all painting has been completed with the exception of touch up. The Ceiling beams are now unwrapped. Currently the Base and Case are being installed as well as the tile in the restrooms. Steel installation on both chimneys starts next week.

### Comments:

- Installation of CSA Ski & Boot Racks towards the end of June per Garrett @ Blue Rock.
- Recent approved Change Orders include Stonework for interior of fire pits Rain Gutters and Downspouts, and enlarged Trash Enclosure.
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### Questions:

- Are all TV mount locations decided? Yes, Forrest has coordinated all TV locations, speakers, cameras, and WiFi locations with the Architect, TDA IT department, and Blue Rock.

### Action Items:

- Provide SWPPP Book back to Blue Rock for sign-out
- RFP for Transom Window Operator Motors
- RFP for a Wood valance Over projector screen
- RFP for Heat tape Temperature / Moisture sensors.

### Future:

Considerations are being made for the **CSC meeting #13 on June 10th at 11:30am at Alder Creek Adventure Center.** Please notify Forrest Huisman if you have specific schedule conflicts.

# Alder Creek Adventure Center + new Parking Lot TAHOE DONNER ASSOCIATION

## DEVELOPEMENT BUDGET UPDATE - CONSTRUCTION STEERING COMMITTEE

TAHOE DONNER	Budget	Actual
Permits & Agency Fees	210,000	165,997
Architecture/Engineering	650,000	647,498
Planning and Surveying	50,000	54,394
Pre-Construction services/Legal	270,000	264,448
Building Materials, Misc.	1,000	0
Fixtures Furnishings & Equipment	190,000	34,204
Other Services, Testing	2,500	1,880
Temporary Operations	75,000	61,796
<b>Total</b>	<b>1,448,500</b>	<b>1,230,217</b>

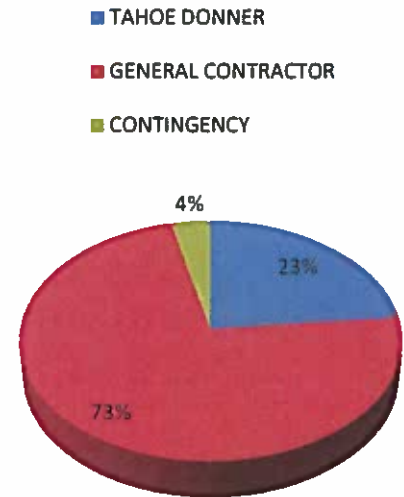
GENERAL CONTRACTOR	Budget	Actual
Alder Creek Adventure Center	4,052,156	3,639,833
Parking Lot	424,125	387,125
Bonus if completed by 12/15/14	30,000	0
<b>Total</b>	<b>4,506,281</b>	<b>4,026,958</b>

Total Expenses	Budget	Actual
	<b>5,954,781</b>	<b>5,257,175</b>

CONTINGENCY	Estimated	Actual
Potential Changes (5%)	225,000	17,840
<b>Total</b>	<b>225,000</b>	<b>17,840</b>

Total Potential	Estimated	Actual
	<b>6,179,781</b>	<b>5,275,015</b>

### Project Cost Breakdown



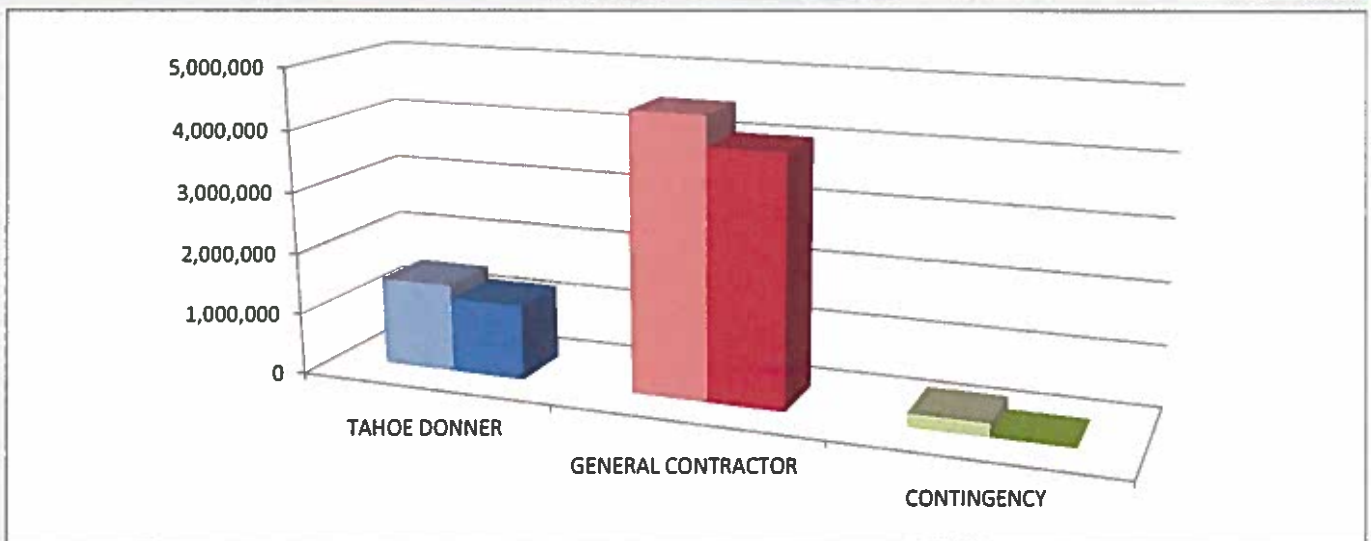
Percentage spent to project completion = **88.3%**

Number of days eligible for liquidated damages = 113 (\$113K)

Actual expenditures per date prepared: **May 22, 2015**

Estimated Substantial Completion = **June 15**

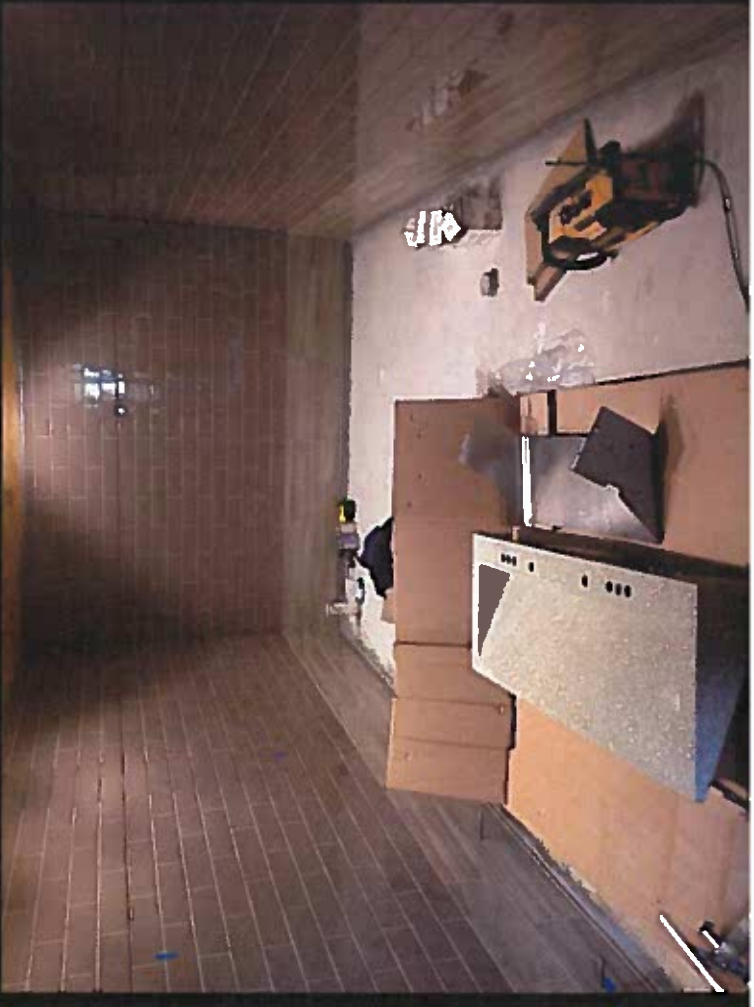
### Budget vs. Actual



1 \$6,179,781 Total Potential Project Budget, Board approved on June 20, 2014 (\$716,000 RRF)

2 Approved Project Budget includes \$100K for additional legal, \$30K for additional consulting, \$200K for lost negotiations (delays between both PC hearings)

3 Cross Country Ski Center = \$405/SF, Total Project Costs with parking lot and all soft costs included = \$596/SF



# **Equestrian Campus - Tahoe Donner Association**

## **Equestrian Steering Committee (ESC), Meeting #9**

Location: Equestrian Campus  
Date: Monday 3.23.2015  
Time: 3:00pm – 4:00pm

### **Attendees:**

Tahoe Donner Association: Forrest Huisman – Director of Capital Projects  
Miguel Sloane – Director of Operations  
Krystal Rae Meacham  
Lee Gray – Accounting & Assistant to Capital Projects

TDA Board: Jim Stang – President  
Tom Johns – Vice President

General Plan Committee: John Stubbs

Equestrian Sub Group: Mary Werschky  
Susan Terrell

Guests: N/A

### **Meeting Notes:**

#### **Agenda:**

- View staked paddock locations within existing trees for agreement on tack building locations
  - Location for Loading Platform
  - Location for Round Pen
  - Schedule Update
  - Budget Update
1. Despite the recent morning snow, the steering committee met on site to view the staked paddock locations. Forrest advised the committee that there is greater density of trees in that area than were reflected in the initial survey, making it difficult to place paddocks in a condensed location. Due to the dispersed available Paddock locations, the steering committee agreed that it was too tight and preferred a consolidated plan, which would require removal of select trees. Considerations were established by the committee to operate the paddocks where they were in 2013, and continue submitting the preferred plan for permitting this spring for summer approvals, and autumn construction.
  2. Forrest led the committee to the future location for the TDA herd, loading platform the Holding pen, courtyard and staging area, located near the existing manure bin. Krystal Rae made refinements to where these components would be located, but all remain within the previous zone as previously recommended by the steering committee, where no tree removal is required.
  3. It was verified that there is sufficient room for truck and trailer clearance around the proposed 60' diameter Round Pen once permitting and construction efforts are complete.
  4. Schedule; Dale Cox Architects needs another week or so to make final plan submittal. As necessary, equestrian operations can start purchasing additional paddocks, shade structures and picnic benches when appropriate. Consensus was achieved to locate the loading dock and order 2 of the Tack Sheds for this year, ahead of full operations relocation. Final shed pricing will be determined and presented to the Board for review and approval. In summary, a grading permit with BMP's, electrical and mechanical permits will be



applied for in April, in addition to submittal of verified wetland delineation and a bird nesting survey (if construction is anticipated between April 15 and September 1).

- 5. Budget: costs to date are nearly \$40,000, including architecture, engineering, biological studies and reports, legal and surveying services.

### Questions:

- What about the caretaker? There is potential to have a caretaker trailer located in the parking lot which would be close to the border location.
- Do we have a quote from Blue Rock Development for the Tack Sheds? Preliminary pricing has been performed, but final numbers are forthcoming once drawings are ready for permit application.
- Is the price from Blue Rock comparable to what a prefab place might charge? The prefab is not partitioned as required, and would still need to be customized.
- Why not order 2 of the Tack Sheds now? Forrest will commence with a separate price for two to be built this spring, and the remainder after grading permit is received.

### Action Items:

- Consensus was established and the steering committee's **recommendation** to the Board is to proceed with operations in the same locations as 2013, in anticipation of necessary permitting for fall construction efforts. This updated plan mitigates the negative impacts of delayed permit and construction activity on the equestrian operations. A loading ramp, select fencing, and two sheds will be located as necessary this spring to supplement operational requirements ahead of subsequent grading permit for the full relocation effort.

### Future:

Considerations are being made for **ESC meeting #10 on Apr 13th at 10am at NWCH Mezzanine.** Please notify Forrest Huisman if you have specific schedule conflict.

## **Minutes- TDGF Committee Meeting –May 4, 2015 3-5 PM.**

**Present:** Jennifer Jordan, Marilyn Disbrow, Barbara Czerwinski, Suzanne Sullivan, Dick Gander, Brinn Talbot, Norm Nicholls

1. Report on Scholarship – Marilyn – Scholarship was approved by the TD board and communicated to TTCF. Marilyn reviewed potential candidates and a Truckee High Grad was selected. She is currently 4<sup>th</sup> in her class and plans to attend UNR majoring in teaching. The awards night is June 2 – Merle to attend and obtain a picture for the TD News. Marilyn volunteered to write a brief article.
2. Waltman update – have not heard back from Jaime. Marilyn and Jen to follow up. Suzanne has a back up sponsor for the printing costs.
3. 4 Wheeler event – Everything moving along. See the summer fun guide.
4. Website update – there are a few changes still required. Jen will work with Brinn and staff to complete these.
5. Treasurers Report – Suzanne – no changes.
6. Board report – Marilyn – no comments or questions from the board.
7. Brochure, etc. status. Waiting for funding decision. Agreed that we need to move this along one way or the other. Brinn will get us specs for banner size. Also, Brinn will see about having the Giving Fund stand out more on the banner.
8. Review TD summer calendar – There will not be any amount added to concert tickets.
9. Fundraising efforts –
  - a. Discussion of current TD fundraising and TDGF. Agreed that ALL TD fundraising for charitable causes should go through TDGF in support of our mission to report on total TD giving to the community.
  - b. Golf, Tennis, etc. – Dick and Merle need to follow up on these.
10. Dates for appearances:
  - a. 4 Wheelers – July 18 – Barbara and Norm volunteered
  - b. Annual Meeting – June 21 – Marilyn, Jen and Dick volunteered
  - c. Others – will get commitments as we get closer
11. Original contributors letter – letter is drafted and we have verified addresses. Will complete when brochure is ready.
12. Other fundraising:
  - a. Farm to Table – Suzanne discussed a couple of options – one for up to 200 people in the tent at the lodge on August 22 and the other for a smaller event of 50ish people on October 10. The committee unanimously supported the October, smaller event. Suzanne will follow up.
  - b. Others – Dick and Merle to follow up.

**NEXT MEETING : June 8, 2015- Meadow Room- Northwoods Clubhouse 3-5 PM. NOTE this is the 2<sup>nd</sup> Monday in June.**