



FINANCE COMMITTEE MEETING REPORT: July 9, 2015, NWCH

ATTENDANCE:

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

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

AGENDA ITEMS:

A. Call to order;

B. Member Forum: Tom Johns indicated that he has been appointed as the liaison from the GPC and will be attending future meetings.

C. 7/9 Agenda and 6/11 minutes approved 7-0 (Disbrow 1st, Hunter 2nd).

D. Finance Committee: King reported that Eyton-Lloyd has been selected for conversion from Alternate member to Regular member. A recommendation has been forwarded to the TD Board for their consideration at their July meeting. The Committee will now have an opening for a new Alternate member. King asked that any member who has a suggestion forward that name to him. Johns indicated that he might have a candidate.

E. June Preliminary Financials: Salmon reported that June preliminary Net Operating Revenue is expected to be \$75,000 favorable to budget and \$58,000 ahead of last year's results. In particular, golf operations had a good month ending at \$94,000 favorable to budget. This is due to \$20,000 in water savings, higher pass holder play and lower daily play. We discussed whether 'No Shows' were being charged per our policy. Salmon indicated that he would look into this and report back.

YTD Net Operating Revenue is expected to be \$280,000 unfavorable to budget. Members Equity balance is estimated to be \$844,000. This is up from \$768,000 at the end of May.

F. Strategic Assumptions for 2016 Budget- Salmon discussed some of the key financial considerations that will impact the 2016 budget, including modest inflation; compensation merit increases similar to 2015; California minimum wage increases; California Sick pay entitlements; Health Care and Workers Comp increases; and the effect of the continuing drought. The net impact of these items will be an increase in costs. We discussed the benefit of reviewing these now so we will have a better understanding of their impact when we see the preliminary budget.

We also briefly discussed potential funding of the Replacement Reserve Fund, Development Fund and New Machinery and Equipment Fund.

G. CSC Update: We had a general discussion about the slow progress at the ACAC. We have been accruing and collecting Liquidated Damages from the contractor, but we continue to have concerns about his financial condition and whether a tight labor market is the true reason for slow progress. Etnyre and Salmon have another meeting scheduled with the contractor. The quality of work on the ACAC continues to be quite good, and the building looks great.

H. Financial Policies – It is expected that the drafts of the Investment Policy and the Capital Asset Policy and Procedures will be available for review at our next meeting.

I. Agenda Items for next meeting: Preliminary 2016 Budget; Review of new Financial Policies; report on “No Shows” in golf operations

NEXT MEETING DATE: August 13, 2015, 3:00pm, NWCH

ADJOURNMENT: 3:58 Approved 7-0 (Disbrow 1st, McLaughlin2nd)

Prepared and Submitted by: Art King, FC Chair

**Tahoe Donner Association
General Plan Committee Meeting
July 6, 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: Michael Fajans, Michael Sullivan, Dwight Walker, George Rohrback, Nichelle Lyons, Mary Werschky, John McGregor, John Stubbs, Tom Johns

GPC Members Absent: Michael Bledsoe, Bruce Barton, Doug Sherman

TD Board members: Jim Stang

Finance Committee : John Dundas

Guest: Susan Terrell

Management: Forrest Huisman

GPC RECOMMENDED ACTION ITEMS FROM July 6, 2015 GPC REPORT

The GPC members recommend that a TDA variance be granted to allow for the permanent caretaker's trailer at the Equestrian Center.

By consensus, the GPC recommends that the board appoint Tom Johns as GPC liaison to the Finance Committee and approve Nan Meek's application for Alternate membership on the GPC.

July 6, 2015 GPC REPORT

1. **Member comments:** Susan Terrell, a member of the Equestrian Steering Committee, indicated concern about perceived danger of horse/pedestrian conflicts behind the patio of the new ACAC. The horse path that connects the new boarding area and the arena is just behind the patio, and she is worried that kids playing on the patio might step down to the adjacent chipped horse path, getting in the way of riders. She believed the path was to be wider or separated by a temporary fence to preclude such conflicts. It will not be a problem this summer since the ACAC is not completed, but wants to see a better solution by next summer. Several GPC members asked why the arena was not moved, and people mentioned cost, need to cut down trees for a replacement arena, and likely opposition from Alder Creek residents.

2. **Capital Project Report (Forrest Huisman):**

a. Cell Tower. The utility trenching is complete and the tower should be complete by late summer. T-Mobile is the only carrier that has signed up so far.

b. Solar. 360 square feet of solar panels have been installed at the ACAC. The \$25,000 cost was shared between TDA and the PUD. Expected pay-back is 3-4 years.

c. Snowmaking. The Truckee Planning Commission approved the project on June 16th. The pump, cooling tower, and pump station and controls have been ordered with expected October delivery. Contractor bids for trenching and installation of water and electrical conduits are expected on July 10th. TDA will need a variance from the Condo Association to run the connections to the PUD water line.

d. Equestrian Campus relocation. Nevada County has responded to the application with questions about restrooms and there needs to be further discussion before the County will sign-off on the plans. The seven tack sheds are under construction, at a cost of \$17k each. A seven foot fence is planned to separate the equestrian area; there was some question whether it needs to be this high. Phase 2 of the Equestrian project will include water and power lines, and graded pads for the tack sheds and other facilities, including a proposed site for a caretaker's trailer (occupied in summer while horses are on-site). This phase will require Nevada County sign-off.

Recommendation: The GPC members agreed that a TDA variance should be granted to allow for the permanent trailer.

e. ACAC. The project is making progress, but very slowly. Management is concerned about the pace of construction, and while liquidated damages continue to accrue, it is critical that it move forward at a faster rate. Construction quality is excellent.

f. Trout Creek. Further work is required to refine the project plans. It remains a GPC priority project with completion in 2017-18 if sufficient development funds are accrued.

g. Marina Beach Club. There is a consensus for lower patio expansion but more information is required for the GPC to determine if kitchen improvements are a priority project.

h. Trout Creek Bike/Pedestrian Trail to Town. The phase 2 extension and completion of the paved trail will be 80% funded by a Caltrans grant, and 20% from Town or TDA funds. Because of the need for TDA to grant the Town an easement on TDA property, TTSA funds cannot be used on that portion, so there is a possibility that up to \$200k of Development Fund money may be required for the connection between the proposed parking lot and trail.

3. Member Survey.

Dwight Walker updated the GPC on the status of planning for the member survey, hopefully to be implemented in late August or September. The committee working on the survey includes Dwight and Nichelle from the GPC, Robb and Brinn from management, and Jeff Bonzon will join the committee, representing the board of directors. The next meeting will be held July 14th. The survey is designed for property

owners, and results will be stratified to ensure that a good number of part-time residents are included when evaluating the results. There was discussion about question areas, and a follow-up list of issue areas was distributed to GPC members for comment.

4. Application for Alternate Membership on GPC and Appointment of Finance Committee Liaison. By consensus, the GPC recommended that the board appoint Tom Johns as GPC liaison to the Finance Committee and approve Nan Meek's application for Alternate membership on the GPC.

5. Euer Valley Restroom and Cookhouse. There is a GPC consensus on the need for a composting single stall, year round, toilet in the Euer Valley. It needs to be a composting or similar toilet since there is no vehicular access to pump it out in winter. The general feeling of the GPC was not to encourage food preparation or sales in a replacement for the cookhouse since a greater variety of food offerings will be provided at the ACAC. A microwave for heating soup was mentioned as an option. The GPC would like to see a refinement of various cookhouse replacement options, ranging from a warming hut similar in scope to the new tack sheds to the possibility of a larger yurt with deck, designed to accommodate a maximum of 20-25 people indoor.

6. Capital Projects to be Included in General Plan Update and Survey.

John Stubbs will distribute a list of projects for GPC member comment.

7. New Business.

There was discussion about requesting the Finance Committee and Board to consider raising the Development Fund which has been at \$250 for at least four years. While many GPC members favored this, there is not a GPC consensus, and it was decided to wait to see attitudes about development fund projects that may come from the member survey. GPC members were hopeful that the rate of increase in RRF may diminish and that this would allow more flexibility to increase the Development Fund.

8. Agenda for August 3rd GPC Meeting.

Initial items include an update on the member survey, and project concept information for the Euer Valley toilet, cookhouse replacement, and Trout Creek improvements.

9. Cancellation of September GPC Meeting.

Because the the calendar (September 7th Labor Day) and expected absence of many GPC members, the September meeting will be cancelled

Meeting adjourned at 4:50

Next GPC meetings, Monday, August 3rd and October 5th

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	57,462
Other Services, Testing	2,500	1,880
Temporary Operations	75,000	69,040
Total	1,448,500	1,260,719

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
Total	4,506,281	4,026,958

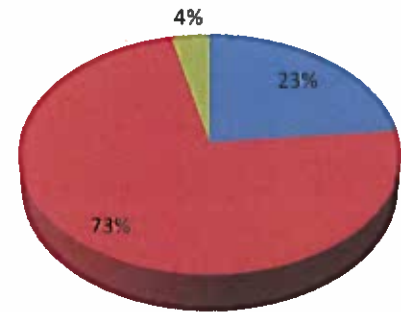
Total Expenses	Budget	Actual
	5,954,781	5,287,677

CONTINGENCY	Estimated	Actual
Potential Changes (5%)	225,000	19,216
Total	225,000	19,216

Total Potential	Estimated	Actual
	6,179,781	5,306,893

Project Cost Breakdown

- TAHOE DONNER
- GENERAL CONTRACTOR
- CONTINGENCY



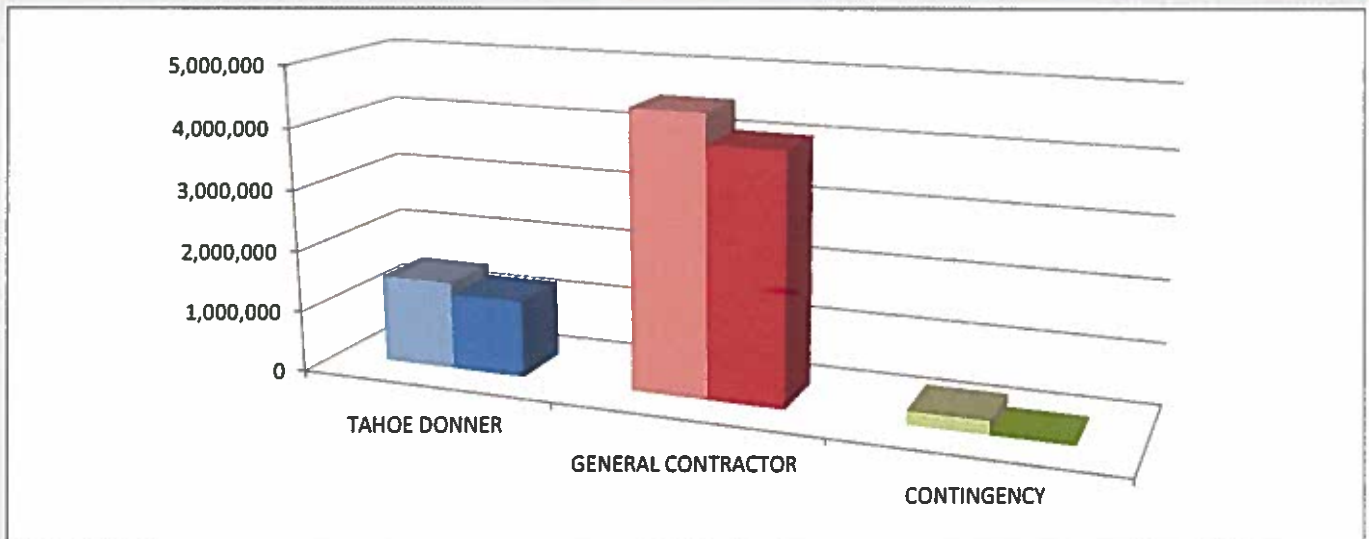
Percentage spent to project completion = **88.8%**

Number of days eligible for liquidated damages = 169 (\$169K)

Actual expenditures per date prepared: **July 17, 2015**

Estimated Substantial Completion = **August 30**

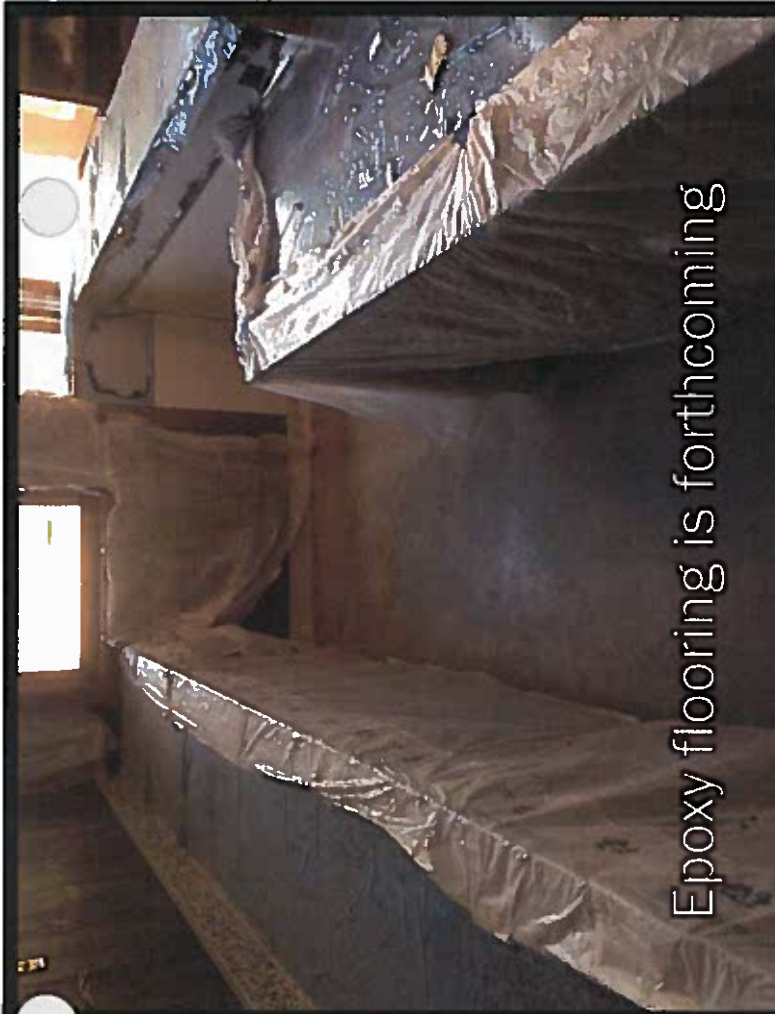
Budget vs. Actual



- 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



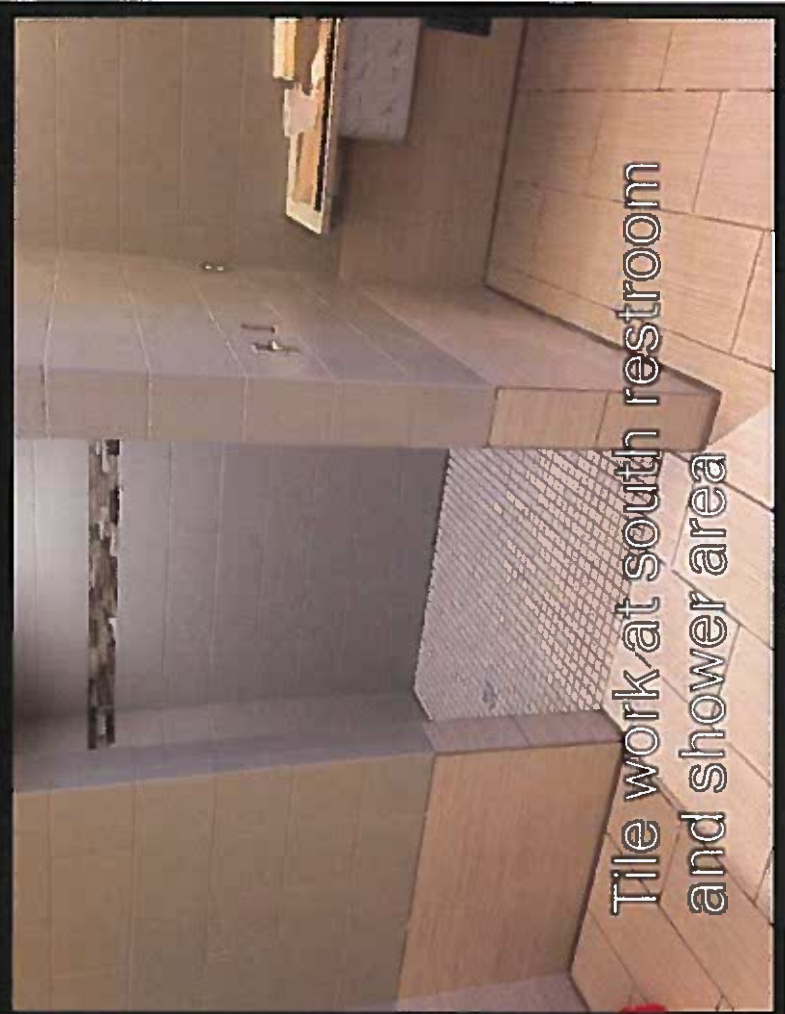
Banquet seating is nearly complete



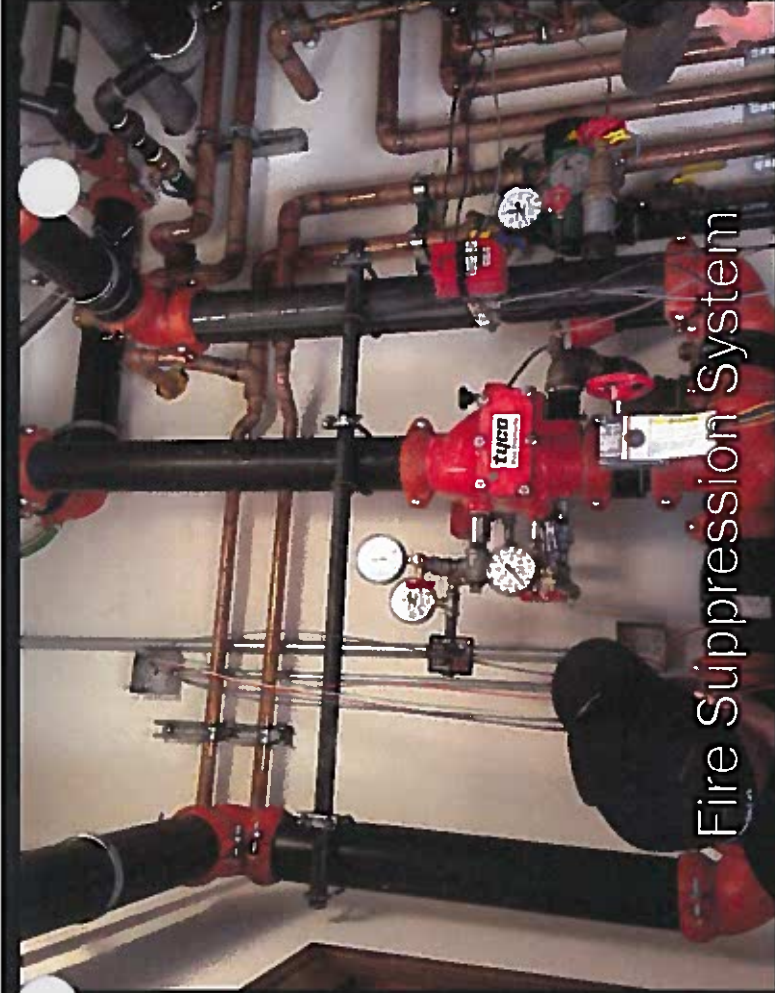
Epoxy flooring is forthcoming



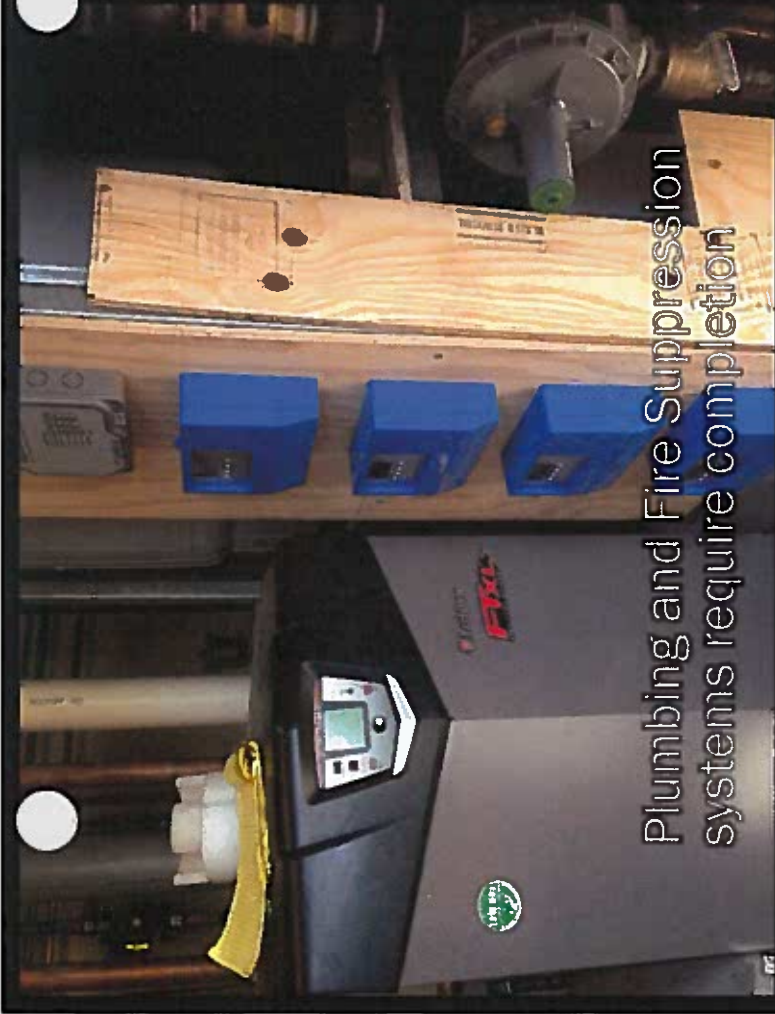
Tile work is nearly complete



Tile work at south restroom and shower area



Fire Suppression System



Plumbing and Fire Suppression systems require completion



Electrician begins IT racking installation at IT closet



Installation of upper Wainscoting at north restrooms are underway

MINUTES- TDGF Committee Meeting ~July 6, 2015 3-5 PM.

LOCATION: MEADOW ROOM – NORTHWOODS CLUBHOUSE

Attendees: Dick Gander, Barbarba Czerwinski, Suzanne Sullivan, Merle Fajans, Lois Ermak, Norm Nicholls, Marilyn Disbrow (phone), Jennifer Jordan (phone)

1. Minutes – please review for assignments in **red**.
2. Treasurers report – Suzanne
 - a. We did not have totals, but the fishbowl provided \$257 from men's golf, and \$70 from the annual, meeting. In addition there was a contribution. **Barbara** will provide thank you.
 - b. Debits- Brochures \$697, banners \$205, pins \$30.60.
 - c. Suzanne recommends that we put our financials on the website. We can put the amount received in contributions but we do not want to put names with amounts.
 - d. We did not determine the form or the frequency. TBD. Need to check with **Brinn** if we can get the space. **Suzanne** working on a format.
3. Handling our finances – Suzanne indicates the following is necessary to keep spending in order and comply with TTCF rules. If you want to be reimbursed, you must do this. Out of pocket spending cannot be reimbursed. It becomes a contribution from you.
 - a. Get a purchase order in advance from TTCF! Do this by first determining your vendor, getting a written estimate, getting approval of two out of three (Dick, Merle, Suzanne), and asking Suzanne to get the purchase order. Then you can order whatever materials we need.
 - b. **Suzanne** will look into how we handle postage.
 - c. There is \$73 remaining from the \$1000 from Waltman.
4. Brochures
 - a. Grab a handful of brochures to have wherever you talk to people in TD
 - b. Next printing, we should ask for a mailing address for thank you notes. Also, "where did you hear but TDGF?"
 - c. It is recommended that for next print, we enlarge the print of "giving fund" at the top of the first page and reduce the size of the Waltman logo. Some comments are that the eye is first drawn to the Waltman Logo.
5. Waltman Update – **Marilyn**
 - a. Marilyn is going to check with Jaime as to whether there will be a matching of funds contributed on the contracts for 2015-2016
 - b. There is \$73 dollars remaining in the check from Waltman.
6. Past events
 - a. Tennis Burger Bash – Merle
 - b. Family Hike with TD Hiking Club July 5- Dick
 - c. Tahoe Thursday Bus brochure handout – Suzanne and Merle
 - d. Annual Meeting – Merle and Dick
 - e. Concert
7. Website – **Jennifer will be in touch with Brinn**
 - a. We should get TTCF to put a mailing address space on the contribution page so we can send thank you notes. -
 - b. We want to check into how much work it is to include a link to our contribution page on the TD App
8. Banner/Posters –
 - a. Banners(2) - done
 - b. Banners, fishbowl, badges, bungee cords and pins are at Member Services. Thanks to Norm for the bungee cords. Great for hanging the banners.
9. 4 Wheelers-July 18. Will be at Northwoods area because Adventure Center is not complete. Barbara and Norm are working with Bill Raitcliff.
 - a. The TD parade entry was the jeeps. Benefited from multiple announcements at the grand stand
 - b. 4 wheelers will write check to TTCF for proceeds of the event.
 - c. There will be door prizes. Buy a ticket. Must be present to win.
 - d. 4 Wheelers can use suggestions for where to go for prizes. Suggest they be in touch with **Brinn** for ideas. **Barbara and Norm** will pass on this info.
10. Dinner(s) –
 - a. **Barbara and Suzanne** are getting the promo info to Brinn by Friday - will take

- care of press release to newspapers & Channel 6 at a later date.
- b. **Suzanne** is working up the Shop TD info - should be live 1st Monday in August. Working on way for purchasers to "reserve a table/group sales". Account number will be assigned.
 - c. **Brinn** will email blast a few times, put it on the slider and Facebook (I hope but not entirely clear on this), and in the Aug & Sept issues of TD News
 - d. **Barb and Suzanne** will do a flyer to send to TD clubs, Board members, etc..
 - e. Logistics -Wine donation is firming up - stay tuned...
 - f. Tix = \$45. each. [TD=\$40. all inclusive - of which GF gets approx. \$4.35 per person plus the \$5. above the \$40. Bottom line, at least \$9.35 per person for GF +15% of bar total and then whatever door prize/silent auction \$\$]. Suzanne's ambitious goals is 1K\$.
 - a. Working on a "sponsor" for the evening - stay tuned...
 - g. Will collect pix & text for slide show on loop - to play during cocktail time and by the door prize/auction items.
 - h. There is a volunteer for MC. Needs to be confirmed.
 - i. Slide show on the 4 areas of giving.
 - j. Storytelling of TD people giving in community—such as quilters, TDs participation in Dining for Schools (we are #3 contributor)
 - k. We will invite Jaime and publically acknowledge her.
11. Pizza on the Hill day for TDGF -
- a. **Monday, August 3rd** (we can all have supper after our meeting :-). This is a better day - capture the bingo crowd.
 - b. Our event is for dinner only, 3-8:30pm
 - c. **Barbara and Suzanne** are providing Brinn with promo copy tomorrow
 - d. **Brinn** will email blast a few times, put it on the slider, Facebook (I hope), and in the Aug 1 TD News (which probably won't be in folks' hands in time but it is exposure)
 - e. **Suzanne** will take care of posters/sandwich board and counter pieces.
 - f. Must mention GF for us to get 15% - there will be a notice at the counter reminding people to do that.
 - g. **Suzanne** will talk with Jamie re where we can hang our banner.
 - h. Can we tape brochure to box?
12. Hiking club- Dick and Karolyn led a hike down the new trail to town. About 30+ attended. Provided opportunity to talk about TDGF and to pass out brochures. Mike Peters gave us 15% coupons for lunch at pizza on the hill. About 1/3 of the hikers stayed for lunch.
13. Communications with clubs.
- a. Tennis Club- Merle went to board meeting June 15 – Nothing happening here. Passed out some brochures at first Burger Bash. Atmosphere was not conducive to speaking with group all at once.
 - b. Ski Club - Dick went to board meeting June. Nothing going.
 - c. Cross Country Skiing – Merle
 - i. There are several events that are put on each year for designated organizations. The check is written by TD and we may be able to pass this through TDGF.
 - ii. Tour d'Eurer-It would be nice if we could receive money from this event but increasing the cost is not likely. It is probably maxed-out.
 - iii. The REI winter trails day will be an opportunity to have a table and distribute brochures.
 - iv. List of other XC events at end of minutes.
 - d. Nine Holvers – Karolyn - the women's golf club contributes money for prizes for the tournaments to the junior golf club at TD. This is not considered an organization that can be passed through TDGF. In almost every case, it must be a 501-C3.
 - e. 18 Holvers – **Barbara** will attend their board meeting July 21.
14. Review of volunteers at known events
- a. Wheelers- **Barbara, Norm**
 - b. Truckee Thursday brochure distribution and conversation at bus in Trout Creek Parking Lot was deemed successful and worth continuing but not every week.

Very few people turned down the brochures. Many asked questions or engaged in conversations.

- i. **Suzanne** will send out another doodle to get people to sign up for two weeks--- July 16 and July 30. We have divided the time into two shifts--- 3:40-5:20 and 5:20-7:00. We need a minimum of one person on each shift. Two is better. Two weeks is 4 shifts. There are 8 of us. If everyone can sign up for at last one shift, we can cover.
15. Contribution Letter to former contributors – **Dick**
 - a. Letter is ready. Dick will determine if it can be printed and mailed by TTCF and simplify the process.
 - b. There are 70 prior contributors.
16. Thank you notes – **Jennifer needs to get notes to Barbara**
17. Board members 100% participation –Merle and Dick
 - a. Merle has contacted Jim, Courtney and Jeff. Jim has already given. **Merle** will remind Jeff and Courtney.
 - b. Dick will be contacting Robb, Steve and Ron.
 - c. The sooner we get 100% contributing, the sooner we can run a picture in the TD News. People have been asking if these people are 100% behind the fund.
18. Recognition: Need to acquire space in February TD news to provide recognition to our contributors. This should include contributions through year-end. –**Brinn?**
19. Meeting with Stacy Caldwell at TTCF
 - a. Merle and Dick provided a summary of the meeting
 - b. **Dick** will send out the marketing plan we worked out with Stacy
 - c. **Stacy** has volunteered to help us create our 3-minute elevator speech so we all can be saying the same thing to people.

Next Meeting: August 3, 3-5 PM, Meadow Room Northwoods Clubhouse, The following meeting is August 31.

This is in Lieu of September meeting. If we need a committee or sub-committee meeting during September for planning the dinner, we will schedule it at the August 31 meeting.

Calling in to meeting:

Dial-in Number:

(712) 432-1212

Meeting ID:

662-791-125

Host PIN:

4805

Dial the “dial-in-number”

Enter the Meeting id.

If you are the first person to connect, you will have to enter the host pin.

Addendum on Events at cross country area

1. Skogs Loppet Race: Run in the woods

High school and Middle School Nordic Ski teams are the volunteers and beneficiaries. TD is the venue. TD provides the ground support, registration support.

2. Winter trails day – REI sponsor – TD Venue

Free demos. Mini lessons provided by high school and middle school Nordic teams. Jar on counter for donation to them.

3. Fundraising dinner for Far West Elite Team. Future status unclear. TD did the bookings, collected the money.

4. Tour d'Eurer- \$25 for shirt, event, lunch.

5. Taste of Truckee- new event. \$35. For Far West Ski Education Foundation and Slow Food. Was cancelled last year.