

DECISION PAPER



Issue: With Board meeting on June 22, 2014, the Board officers changed. Accordingly, we need to update signature authorizations for our various banking and investment brokerage accounts.

Background:

Board of Directors
To June 20, 2015

Jim Stang, President
Tom Johns, Vice President
Steve Miller, Treasurer
Ron Wulff, Secretary
Courtney Murrell, Director

Board of Directors
Effective June 21, 2015

Steve Miller, President
Jim Stang, Vice President
Jeff Bonzon, Treasurer
Courtney Murrell, Secretary
Ron Wulff, Director

Options:

- A. Board authorizes Michael R. Salmon, Director of Finance, to process updated signature cards for all banking and investment brokerage accounts to the comport with the following:

For all accounts, other than Tri Counties Bank, Authorized Signatories:

- a. Jim Stang, Steve Miller, Jeff Bonzon, Robb Etnyre, Michael Salmon

For Tri Counties Bank accounts, Authorized Signatories:

- b. Jim Stang, Steve Miller, Jeff Bonzon, Robb Etnyre, Michael Salmon, Mary Peterson, Annie Rosenfeld, Miguel Sloane

Two signatories required on all checks and External wires out. External wires out are defined as any wire of TDA funds to a 3rd party non-TDA account. Checks and external wires in the amount of \$100,000 or greater, require one of the signatures to be Treasurer or President, and the other signature to be either either the General Manager or Director of Finance.

Further, the Board recognizes the currently utilized brokerage firm of Sterne Agee has been recently acquired by Stifel, Nicolaus @ Company (Stifel).

- B. Approve something other as directed by the Board.

Recommendation:

Option A

Prepared By: Michael R. Salmon, Director of Finance, 7/20/2015

Board Meeting Date: July 24, 2015

General Manager Approval to Place on the Agenda: _____

July 6, 2015

To the Tahoe Donner Board:

As you are aware, the Finance Committee currently has an opening for a regular member. I am recommending that the Board appoint Michael Eyton-Lloyd to a two-year term to fill this position.

I have known Michael for four years through his participation in the TD Senior Alpine Ski Club (he is currently the President of that Club) He and his wife, Denise, have become full-time TD residents for over two years. He has been an active participant on the Finance Committee, including working on the sub-committee revising financial policies.

He has shown a good feel for business issues and I believe he will be a good addition as a regular committee member. Please give him your consideration at this month's Board Meeting.

Thank you,
Art King
Tahoe Donner Finance Committee

Nan Meek – Statement of Interest – Tahoe Donner General Plan Committee

From managing national magazines, to marketing multi-million dollar product lines, to developing one of the first equestrian marketing and PR agencies on the West Coast, I have built a career that combines my personal and professional interests.

After studying agricultural business management at California Polytechnic State University at San Luis Obispo, my career began with managing *Horse Lover's National Magazine*, and expanded into communications and marketing management positions at the Shaklee Corporation. Further sales and marketing positions followed, along with ownership and management of a large public boarding and training facility for dressage horses and jumpers.

Since founding Dark Horse Media Biz six years ago, I have been a partner in one of the West Coast's first equestrian marketing and public relations agencies, representing clients that range from the equestrian entertainment phenomenon *Cavalria* to elite dressage athletes representing the United States in international competition, along with unique equestrian product manufacturers and service providers.

I strongly believe in serving the organizations that support my interests and govern the communities in which I live, as I would like to do as a Tahoe Donner property owner by serving on the Tahoe Donner General Plan Committee.

For the organization that supports my primary sport and recreational interest, the California Dressage Society, I have volunteered as chairperson, board member, and event organizer at the chapter level, and currently serve professionally as a sponsorship development consultant to the state organization's Board of Directors.

For the homeowner's association of my Montara, California, primary residence, known as the Portola Estates Owner's Association, I have served as President, Secretary, and Board Member. While it is much smaller than Tahoe Donner, the PEOA shares some of the same issues and concerns, and is equally as responsible to its property owners.

I am a returning Tahoe Donner property owner: My husband and I built a home on Northwoods in the 1980s which we enjoyed for ten years. After having time to miss the atmosphere and amenities of Tahoe Donner, we recently purchased another residence on St. Croix, which we are in the process of updating. We plan to spend increasing amounts of time there in the lead up to our eventual retirement from corporate life.

In addition to my interest in all things equestrian, my husband and I have participated in most other sports and recreational activities provided at Tahoe Donner: downhill skiing, golf, hiking, biking, working out, water sports including swimming, sailing and skiing. We have two retrievers as well as one horse, and enjoy their company in the great outdoors.

I hope this and the attached resume give you an idea of why I am interested in serving on the General Plan Committee, as well as the experience and interest I would like to contribute.

Thank you for considering my interest,
Nan Meek

NAN MEEK

PO Box 370278, Montara, CA 94037-0278

Phone: 650-728-5064 | Cell: 650-823-1671 | nanmeek@sbcglobal.net

EQUESTRIAN MARKETING AND PUBLIC RELATIONS PROFESSIONAL

Market analysis, marketing plans, product development, branding, promotion, publicity, advertising, marketing communications, social media, event management, sales and sales management

Experienced equestrian marketing professional with demonstrated expertise in product marketing, marketing communications, consumer publishing and equestrian business management. Analytical and creative, with excellent interpersonal skills. Combines insight gained through experience with natural creativity to help clients solve problems and achieve success. Proficient with PC and Mac software as well as online communications and social media.

PROFESSIONAL EXPERIENCE

Partner, Dark Horse Media Biz, Montara and Petaluma, CA, 2009 – Present

Dark Horse Media Biz provides marketing, public relations and communications for equestrian businesses, organizations and associations. In collaboration with business partner, created marketing plans, public relations programs, advertising campaigns, eblasts, email newsletters, social media campaigns, promotions, publicity and equestrian community liaison programs. Clients include equestrian businesses from small startups to international companies.

Principal, Nan Meek Consulting, Montara, CA, 2005 – 2008

Sold \$110,000 in ads annually, managed 60 advertising accounts, wrote up to four articles monthly, staffed two trade shows per year and covered up to ten equestrian events annually for primary client, Riding's Publications. Provided marketing, public relations, and editorial consulting for equestrian and specialty businesses.

Ad Sales Rep/Ad Sales Manager, Half Moon Bay Review, Half Moon Bay, CA, 2003 – 2005

Sold ads and managed accounts for 50 clients, then added management of two other sales staff, covered additional sales territories during staff turnover and recruitment.

Manager, Oak Knoll Equestrian Center, San Gregorio, CA, 2001 – 2002

Managed all aspects of 40-horse boarding facility for dressage and hunter/jumper clients. Managed staff and vendors, client and trainer relations, developed and maintained safety policies and procedures, supervised facility repair and maintenance, organized and managed events.

Sales/Niche Sales Manager/National Sales Manager, Sugo Music, Half Moon Bay, CA, 1999 – 2001

Sold retail play-and-sell music systems, then managed business-to-business sales staff and developed new business niche channels, eventually managed national sales staff.

Owner/Manager, Stonewood Farm, Petaluma, CA, 1992 – 1999

Developed 50-horse boarding and training facility from a small 12-horse operation on 20 acres. With co-owner, designed facility expansion, managed ongoing construction, repair, and maintenance. Managed boarder and trainer relations and business finances. Planned and hosted clinics and other equestrian events for boarders and the public.

Marketing Management, Shaklee Corporation, San Francisco, CA, 1981 – 1996

- **Manager, Product Marketing, 1991-1996:** Managed multiple product lines with \$16 million total annual sales, including quarterly new market analyses, marketing plan development, financial analysis, new product development and branding, re-branding and re-positioning existing products, public speaking and presentations for audiences of up to 5,000 attendees.
- **Manager, Publications, 1986-1991:** Managed consumer publications supporting network sales of \$300 million annually, including developing monthly magazine content; assignments to writers, photographers, artists and designers; ad concept development and creative direction.
- **Supervisor, Print Production, 1981-1986:** Managed vendors responsible for producing over \$1 million annually in printed materials, including project management, in-house proofing, and offsite press checks at print vendors throughout the U.S.

Customer Service Representative, S. F. Web Offset Printing, Brisbane, CA, 1980 – 1981

Provided in-house print production and customer service for 200 client catalogs, magazines, soft-cover books, and a variety of collateral materials. Established and managed schedules, coordinated artwork input, supervised pre-press proofing, conducted press checks, handled customer relations.

Editor/Managing Editor, Horse Lover's National Magazine, Brisbane, CA, 1977 – 1980

Managed all aspects of this 35,000-circulation, leading monthly all-breed, all-discipline equestrian publication. Wrote articles, assigned and managed freelancers, edited other authors, managed photographers and graphic designers, and sold advertising. Assisted owner in sale of the magazine.

EDUCATION / PROFESSIONAL DEVELOPMENT

Equinology, Inc., Northern California

Equine Body Worker Certification Course, 2009

Notre Dame de Namur University, Belmont, CA

International Business Management Course, 2000

California Polytechnic State University, San Luis Obispo, CA

Agricultural Business Management, 1973 – 1977

National Agri-Marketing Association, Alpha Zeta Agricultural Honorary Fraternity

PROFESSIONAL AFFILIATIONS

California Dressage Society, San Francisco Peninsula Chapter:

Communications Chair, Past Chapter Chair and Board of Directors

United States Dressage Federation & United States Equestrian Federation, Member

DECISION PAPER



Issue:

July 16, 2015

Architectural and engineering plans for the 2016 renovation of the pool side looker rooms and suana/steam room area at the Trout Creek Recreation Center.

Background:

The 2016 Replacement Reserve schedule indicates a scheduled renovation for the pool side looker rooms and the sauna/steam room at the Trout Creek Recreation Center. Staff is seeking approval of the appropriate funds to contract for the architectural design and document preparation, as well as, mechanical and electrical engineering services in preparation for Town of Truckee Building Department permitting and submittal to General Contractors to garner preliminary estimates for the construction costs. Obtaining construction costs in a timely manner will help provide the necessary information to assist with the 2016 Replacement Reserve Fund budget process. Staff solicited professional architectural and engineering services from three architecture firms: Siteline Architecture, JK Architecture/Engineering, and Nicholas Sonder, Architect. Proposals were received from Siteline Architecture and JK Architecture/Engineering. In review and comparison of the associated costs proposed, staff recommends contracting with Siteline Architecture utilizing a Replacement Reserve funds with a budget not to exceed \$25,000. This budget includes a contingency amount of approximately \$5,000 to mitigate the potential for additional structural engineering that may be discovered during the demolition phase of the remodel.

Options:

- ✓ Option 1: Contract with Siteline Architecture utilizing Replacement Reserve Funds with a budget not to exceed \$25,000.
- Option 2: Contract with JK Architecture/Engineering utilizing Replacement Reserve Funds with a budget not to exceed \$68,000.
- Option 3: Postpone the project to be performed in conjunction with a larger expansion at the Trout Creek recreation Center.

Recommendation:

Staff recommends the General Manager approve Option 1: Contract with Siteline Architecture utilizing Replacement Reserve Funds with a budget not to exceed \$25,000.

Prepared By: Brian Yohn

Reviewed By: Forrest Huisman

[Signature] 7/17/2015

Board Meeting Date: July 24, 2015

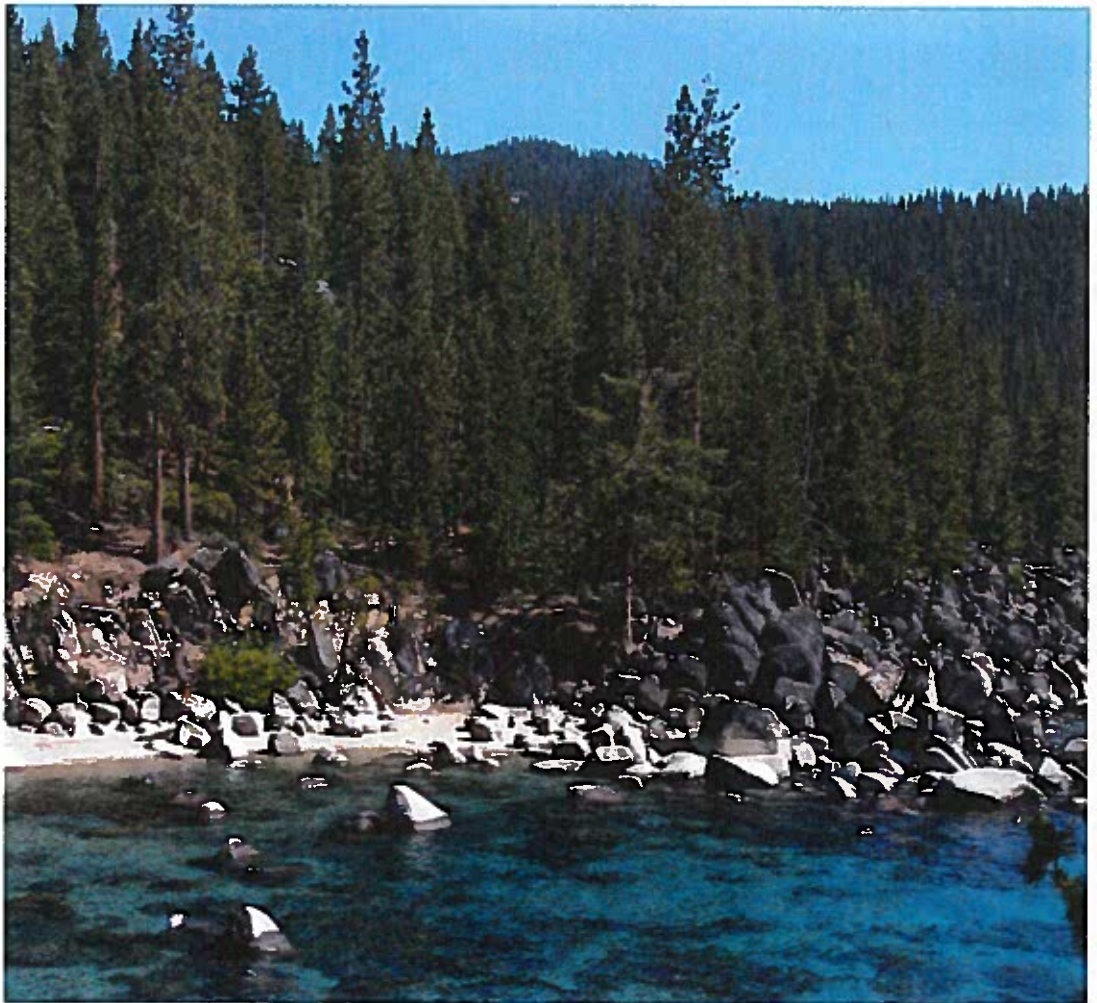
General Manager Approval to include on the agenda:

[Signature] Date: 7/18/15

JK ARCHITECTURE PARTNERSHIP

STATEMENT OF PROPOSAL TROUT CREEK RECREATION CENTER TENANT IMPROVEMENTS

IMAGINE + DESIGN + CREATE





TAHOE DONNER ASSOCIATION
11509 Northwoods Blvd, Truckee, California 96161
Professional Services for Tenant Improvement at the Trout Creek Recreation Center
BID FORM

SUBMITTED BY: Jordan Knighton Architects, Inc. (dba JK Architecture Partnership)

Corporation Partnership Estate or Trust

PRINCIPAL OFFICE: 11661 Blocker Drive, Suite 220, Auburn, CA 95603

Person to contact for additional information on this bid:

Name: Jordan Knighton or Chris Vicencio

Address: 165 River Road, Tahoe City, CA 96145

Phone: 530.888.0998 Fax: _____

Bidder declares and agrees that, if this bid is accepted, bidder is prepared to enter into an agreement to perform all work, including the assumption of all obligations, duties, and responsibilities necessary to the successful completion of the work; the furnishing of all materials and equipment required to be incorporated in and form a permanent part of the work; tools, equipment, supplies, transportation, facilities, labor, taxes, superintendence, and services required to perform the work; insurance and submittals; all to be indicated or specified in said agreement.

If this bid is accepted, the bidder agrees to sign and deliver an acceptable agreement with the required insurance documentation to Tahoe Donner Association within ten (10) days after receipt of notice of award from the owner.

SIGNATURE OF BIDDER: 
 Contractor's License Number(s): Chris Vicencio, AIA, Licensed Architect C26985 State: California
Jordan Knighton, AIA, Licensed Architect C15848 State: California

If an individual: _____, doing business as _____

If a Partnership: _____
 By: _____, partner

If a Corporation: Jordan Knighton Architects, Inc. (dba JK Architecture Partnership)
 (a California Corporation)
 by: Chris Vicencio
 Title: Principal
 Business Address of Bidder: 165 River Road, Tahoe City, CA 96145
 Tax ID #: 46-5254205

Attach Brochure / References / Detailed Qualifications / Proof of Insurance / Licenses / I.R.S W-9



BID FORM PER SCOPE OF SERVICES

Consulting Firm: JK Architecture Partnership
Address: 165 River Road, Tahoe City, CA 96145
Phone/Fax: 530.888.0998
Email: chris@jkaia.net
Contact/Title: Chris Vicencio, Principal

Complete each item in its entirety. To omit please write "No Bid" on the right.

Trout Creek Recreation Center:

Proposed Cost:

Design Development: -	26%	\$16,380
Construction Document Preparation: -	46%	\$28,980
Building Department/Engineering Approvals Processing: -	8%	\$5,040
Construction Administration: -	20%	\$12,600
	TOTAL	\$63,000

Additional Comments:

FEE NOTES:

*JK Architecture has developed this fee based on preliminary site visit and scope outlined in the RFP. We will work to tailor the final fee and scope to meet Tahoe Donner Association's budget and expectations.

*Fee includes services of professional cost estimator for Design Development & Construction Documents level cost estimates.

*Design Development deliverables to include concept floor & reflected ceiling plans & elevations, color/materials board, fixture cutsheets, specification section table of contents, cost estimate, and meeting notes from preliminary building department meeting.

*Building Department processing fee includes fee allocation to respond to RFIs during Bid/Pricing Phase.

*Tahoe Donner Association to cover all plan review/permit fees, utility connection fees, special permit fees, etc.

Signature / Title

Date