TAHOE DONNER

FINANCE COMMITTEE MEETING REPORT: August 13, 2015, NWCH

ATTENDANCE:

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

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

AGENDA ITEMS:

A. Call to order;
B. Member Forum: No comments.
C. 8/13 Agenda and 7/9 minutes approved 7-0 (Disbrow 1st, McLaughlin 2nd).

D. July Preliminary Financials: Salmon reported that based on preliminary results, July will be a very good month. Net Operating Results are expected to be $179,000 favorable to budget and $7800 unfavorable to last year. Amenities that did particularly well are:

- Recreation Programs due to the Concert. - +$22,000 to budget
- The Lodge - +$31,000 to budget

In addition, there were several areas where costs were lower than budget, as a result of loss recovery plan efforts.
YTD Net Operating Results are now only $95,000 behind budget and are expected to equal or exceed budget within the next month or two.
Members Equity balance is estimated to be $1,000,000. This is up from $844,000 at the end of June.
Salmon reported on golf No-Shows. It turns out that when a player was charged with a No Show fee, it was booked as regular daily golf fees. Going forward, No Show fees will be booked to a separate account. Per the Pro Shop, No Shows occur infrequently.

E. Capital Funds Projection- We reviewed the Development Fund – Capital Funds Projection version 21.1. Highlights are as follows:
- The only significant change to the schedule is the addition of snowmaking, with a total expected cost, including contingency, of $1,500,000 spread over 2015 and 2016. (Construction of snow making started this week)
- The smaller project of expanding the Northwoods Clubhouse parking lot was also added for 2016 and 2017.
- Based on the schedule, the 2015 year-end balance is projected to be $58,000 and $137,000 at the end of 2016. These low amounts were expected.

F. ACAC Update: We had a good discussion about the current construction status of the ACAC. The project is approximately 90% complete. Budgeted costs were expected to be slightly under $6.2 million. At this time, actual final costs are expected to be under budget. These actual costs include $207,000 in Liquidated Damages which have been accrued and withheld from payments to the General Contractor. Expected change orders will also be well under budget. It is hoped that the building will be completed within a month.
The quality of work on the ACAC continues to be quite good, and the building looks great.

G. Reserve Study Review – We had a brief discussion about the Replacement Reserve. It is expected that the end of 2015, the Replacement Reserve balance will be $6,500,000. This is 23.2% of the expected 100% Funded Balance amount of approximately $28,000,000 for 2016 budget calculation. Our target is 25%. The Reserve Study update is in progress and anticipated ready for review by mid-September.
We discussed having a workshop to review how the Replacement Reserve process works. Invitees would include, at a minimum, Board members and Finance Committee members. Salmon will look into planning this.

H. 2016 Budget Strategic Assumptions update – Salmon provided an update to our July discussion regarding key financial considerations that may impact the 2016 Budget. Key items include:
- While California Minimum Wage rate will increase to $10, it was discovered that the Mt. Rose Ski Area will start salaries at $11 per hour.
- Health Care Insurance increase of 10% will be a worst case scenario.
- The Fed Affordable Care Act which was expected to have a $100,000 impact, will not become effective until the fourth quarter of 2016. So the financial impact will be $25,000.
- Workers Compensation Insurance increases may be only one half of what was reported last month.

I. Finance Committee – King reported that we are still looking for an additional alternate member for the Committee. He asked all committee members to forward names of potential candidates to him.

J. Agenda Items for Next Meeting
- Review of 2016 Operating Budget;
- Discussion of Record Retention and Destruction Policy and the Capital Asset Policy and Procedure
- Replacement Reserve Financial Analysis and Funding Scenarios

NEXT MEETING DATE: September 10, 2015, 3:00pm, NWCH

ADJOURNMENT: 4:15 Approved 7-0 (McLaughlin 1st, Eyton-Lloyd2nd)

Prepared and Submitted by: Art King, FC Chair

Tahoe Donner Association
General Plan Committee Meeting
August 3, 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, Dwight Walker, Michael Bledsoe, Bruce Barton, Nichelle Lyons, Mary Werschky, John McGregor, John Stubbs, Tom Johns, Nan Meek, Doug Sherman (phone)

GPC Members Absent: Michael Sullivan, George Rohrback

TD Board members: Jim Stang, Steve Miller (phone)

Finance Committee: John Dundas

Guest: Susan Terrell (Equestrian Steering Committee), Rod Whitten (chair, Architectural Standards Committee)

Management: Robb Etnyre, Miguel Sloane, Forrest Huisman, Brinn Talbot

GPC RECOMMENDED ACTION ITEMS FROM August 3rd 2015 GPC REPORT

None.

August 3, 2015 GPC REPORT

1. **Member comments:** No comments

2. **New Member Introduction:** Nan Meek was introduced as a new Alternate Member of the GPC. She is a former TD property owner who has returned to the community on a part-time basis. She will serve on the Equestrian, Trails and Open Space, and Nordic sub-committees.

3. **Tahoe Donner Member Survey Update** (Brinn Talbot and Dwight Walker): The status of the member survey was reviewed, including the draft video that has been prepared to market participation in the survey. The second iteration of the survey was reviewed, and the point was made that the nature of the questions was to elicit strategic rather than project specific responses. Explanation is needed that the survey will represent one of several inputs to the GPC and Board in prioritizing TD capital investments for the next few years. John Stubbs was disappointed in the generality of the questions, but other GPC members expressed satisfaction with the nature of the questions and felt we should rely on the design by the survey consultant.

Because of the proposed schedule that would have the survey released by Labor Day, the next iteration will be distributed to GPC members by e-mail. Comments should be returned to Dwight and Brinn.

4. Capital Project Report (Forrest Huisman):

a. Snowmaking. The Board has signed a contract for the site work, the major components have been ordered (pump, cooling tower, guns, etc.) and the project is on schedule for a late October installation. The approved cost is $1.5 million, which includes the silent guns, the cooling tower, and a new 750 kV transformer, which was not anticipated in earlier plans (but is required by the TDPUD). The water line easement with the Condo Association has been executed. Ground should be broken by late August.

b. Alder Creek Adventure Center. There has been good progress over the last few weeks with flooring installed, cabinets, sinks, and appliances on site, and the IT closet, and second boiler ready. The sign location has been approved after a Wetlands Delineation. If the current pace were to continue, completion for Temporary Occupancy could be ready by Labor Day. The bike and equestrian operations will not be moved this season, and the focus for staff is to be prepared for the cross country season.

c. Equestrian Relocation. The seven tack sheds have been completed, and work on the 2250 feet of surrounding A frame fencing is about to be initiated in the next few weeks. There have been ADA issues with Nevada County over aspects of the Phase 2 improvements, but they should be resolved in the next few weeks. Phase 2 will not be implemented until after the current boarding season.

d. Euer Valley Restroom/Warming Hut and/or Cookhouse. The current toilet and cookhouse will not be available for TD use after December 31, 2016, per the agreement with the Euer Family. There has been a steady e-mail discussion between TD staff and sub-committee members on improvement options. A single concrete vault or composting toilet is favored, and options for 200-400 square foot warming hut with extremely limited food/beverage options appear to be favored at this point. Rustic wood and yurt tent on wooden deck options are still under consideration. Nevada County would allow one 200 square foot structure or multiple 120 square foot structures without permit. Larger options would require a County permit. A freestanding structure using only site generated solar power and not connected to utilities would be easier to permit than one connected to the grid.

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

f. Solar. In addition to the ACAC installation, four more projects are envisioned for 2016, including Forestry, Maintenance, the deck of the Northwoods Pool, and at the Bocce Ball courts, the latter two providing power to the Northwoods Clubhouse and/or

Northwoods pool. Rebates for these projects are available from the PUD and expected pay-back is 3-4 years.

5. **Review of Version 21 Capital Funds Projection.** Highlighted changes in this update include the potential of $200k for the completion of the Trout Creek bike trail, $600k for parking expansion and improvement at Northwoods (2017 and 2018), $1.5 million for snowmaking, $90k for additional storage at the Forestry facility, $400k for the Euer Valley toilet and warming hut, and $115k for Trout Creek master planning and driveway improvements. The Capital Funds projection shows a balance of approximately $60k for 2015, $140k for 2016, $620k for 2017, $1.3 million for 2018, $2.7 million for 2019, and $4.1 million for 2020. It does not include any funds for Trout Creek expansion.

More study is required for parking expansion, and the entire amount may not be required. Incidentally, there are approximately 120 spaces currently at Northwoods, the funding could be sufficient to allow 120 additional spaces (during bingo following the meeting, there were approximately 30 cars parked on the dirt along Northwoods Blvd). There is a possibility of approximately 60 spaces above the bocce ball courts, and a similar amount near the tennis center.

6. **Sub-committee Reports.** John Stubbs indicated that the Trails and Open Space Committee reports that the 5 Year Trails Master Plan has been completed, including all the technical appendices, and is ready to go out for permitting. Forrest Huisman informed the GPC that the plan cannot be submitted for permitting until TD legal review and Board of Directors approval are completed.

Dwight Walker indicated that the Trout Creek sub-committee would be meeting soon, Michael Bledsoe mentioned that the current Marina planned improvements do not include the kitchen expansion.

7. **New Business.** None

8. **Agenda for October 5th GPC Meeting.**

Members were reminded there will not be a September GPC meeting. October agenda will be forthcoming in September. Michael Fajans called for a meeting of the Nordic sub-committee at 2 pm on October 5th, preceding the GPC meeting. The subject for discussion will be further analysis of Euer Valley options

Meeting adjourned at 5:05

Next GPC meetings, October 5th

Cross Country Ski Center - Tahoe Donner Association
Construction Steering Committee (CSC), Meeting #14

Location:	Alder Creek Adventure Center
Date:	Wednesday 7.29.2015
Time:	3:30pm – 5:00 pm

Attendees:

Tahoe Donner Association:	Forrest Huisman – Director of Capital Projects
	Mike Peters – Director of Food & Beverage
	Lee Gray – Accounting & Assistant to Capital Projects
Board:	N/A
General Plan Committee:	George Rohrback
Blue Rock Development:	Garrett & Rich
Guests:	N/A

Meeting Notes:

Agenda

- **Schedule Update and Site Tour with Garrett Meinke of BRD.**
- **Subgroup to review Change Orders**

1. Forrest introduced Garrett and Rich with Blue Rock. The tour started in the Members Locker restrooms. Garrett detailed the status of the each room;
    - Restrooms: the tile work is complete they are doing final clean up. Partitions should be on site the first of next week. The mirrors for all the bathrooms have been ordered and will be glazed.
    - Locker Rooms: Locker doors are not in yet because they are trying to get the glaze just right. It should be in soon. The hardware is already on the lockers so the installation should go quick. The floors will get the carpet tile that does not have the stripes.
    - The wax room: next to the locker room is just about done. The cabinets are set and 1 of the counters will be set after the epoxy flooring is complete. The epoxy just came in. After discussion it was decided to put 2 outlets on the table. 1 on the end near the door and 1 in the center on the side opposite the drawers.
    - The rear wax room: has the cabinet set and the counter will be set after the epoxy flooring is complete.
    - The hallway: All the trim for the window openings are complete. The frames have been delivered and the glass which will be tempered was ordered 7/28/15.
    - The Rental room: cabinets and benches are in production. The floor will be cleaned and then the epoxy flooring will be done before baseboard, thresh holds, cabinets and benches are set.
    - The Retail Room: The slat walls are complete other than the glass. We are waiting for the panel covers and access doors which are at the shop being painted.
    - The offices are complete and just waiting for installation of carpeting.
    - The Bar and Lounge: Mike Peters explained the new beer tower mixer system. Forrest will buy Garrett and Rich the first round. Light fixtures are in and the interior stonework is complete.
    - Exterior Stonework is complete. The metal cladding on front and back fireplace is being processed and will be painted here shortly for the final patina esthetic.
    - The Lounge: Banquette seating upholstery is in process. The panels were brought up last week and fitted.

- The Grab and go area: All the stone counters are in except for the slab under the ticket windows. We are just waiting for delivery.
- The Kitchen: FRP is up; floor is ready for epoxy hopefully Monday 8/3. Equipment is purchased and scheduled for the 10th of August.
- The Classroom: The epoxy flooring needs to be done and then the Baseboards can go in.
- The west hallway: Will have a dual drinking fountain with matching Alder paneling. The closet is ready for epoxy flooring.
- Ski Patrol Room: The room is done except epoxy flooring, baseboards, panel covers and a sink. The vertical shelf will not affix until the specific location is decided.
- Employee Locker room: The room is done except 1 closet door.

2. The Subgroup met after the tour to discuss change orders.
   - Mountain Forge was the only response that we received for the Fire Pit Art. Their price was $8,200 for 2. The Subgroup approved Forrest to proceed.
   - The Window coverings price installed is $17500. Forrest is still shopping around.
   - Change Order 8 is for $2,430 for remove & reinstalls cubbies because locker shelves were too high. Approved.
   - Change Order 9 is for $2,301.98 for the Air Curtain as required by the Health Department. Approved.
   - Change Order 10 is for $25,000.00 for additional landscape and irrigation as required by the planning commission. Forrest to review with Robb Etnyre before approval.
   - Change Order 11 is for $19,539.00 for changes to electrical system. The first item the Barn panel for $6,710 will be reallocated to Equestrian. Site Data Conduit $200, Audio System Redesign $4,980, Operable Windows $2,363, Ice Melt $2,578, Fiber Costs $766 are all agreed upon. The Shade Power for $2,710 was not done or authorized. The Change Order should be reduced to $16,829.

3. Mike Peters is having ABC problems. There are 2 protestants; 1 for an over served customer who could wander into the homeowner's yard. The other for the noise. ABC would like TDA to get the protestants to withdraw their complaints. After speaking with Robb on 7/30 he hopes to have good traction.

Comments:

- **Garrett advised that the Town of Truckee Building Department will not provide a Temporary Certificate of Occupancy. It has to be complete. All agencies have to be signed off. No furniture can be moved in until it is 100% done.**
- **Forrest, Miguel and Sally are working together on the FF&E list to order furniture and other items that will be coordinated with Garrett to install.**
- **The Health Department wants an air curtain put in, Change Order #9. $2,301.98**
- **The Plumber was onsite doing a materials list of everything he needs to finish the Mechanical Room, Kitchen and the Bathrooms.**
- **The Goal of Blue Rock is an early September Certificate of Occupancy.**
- **George brought up scheduling a Grand Opening with invitation of media to motivate Blue Rock to complete on time. Pros and cons discussed and the Grand Opening would be better scheduled after delivery of building.**

Questions:

Is there any more electrical finish work that still needs to be installed? There is 1 more fluorescent fixture in the kitchen and 1 over the sill. There is not a manual control on everything yet. There will be a lighting panel going in.

Can we put the ski racking in before the final? Yes after the epoxy flooring.

Have you gotten a price for the additional casework over the projector screen? Scott is working on that.

Are there baby changing stations in the bathrooms? No

Do we have a schedule that coordinates delivery of building? Yes, September would work great.

Action Items:

Forrest: Keep Garrett informed of Change Orders.

Forrest: Change Orders

Forrest: To talk with Marcus at CSA to get the Ski & Boot Racks delivered.

Sally: Send Miguel & Forrest the locker proposal, *long lead time item.*

Sally: Get Forrest a list of Long Lead time items.

Future:

Considerations are being made for the **CSC meeting #15 on (date) at (time) at Alder Creek Adventure Center.** Please notify Forrest Huisman if you have specific schedule conflicts.

Equestrian Campus - Tahoe Donner Association

Equestrian Steering Committee (ESC)

Meeting #11

Location:	NWCH Mezzanine
Date:	Wednesday 8/19/2015
Time:	3:30pm – 5:00pm

Attendees:

Tahoe Donner Association:	Forrest Huisman
	Bruce Welton
	Krystal Rae Meacham
	Lee Gray
TDA Board:	N/A
General Plan Committee:	John Stubbs
Equestrian Sub Group:	Susan Terrell
	Mary Werschkey
	Tom Johns
R&D Professionals	Dave Smith, Partner
Guests:	N/A

Meeting Notes:

Objective: Dave Smith, with R&D Professionals (Contractor of Record for tack sheds and perimeter fencing), joined the Steering Committee to review his strategies to implement Phase 2 Relocation.

1. Schedule; The Permits are not fully completed by the County yet, but in the interim, Forrest Huisman asked R&D and Mt. Lincoln to prepare preliminary costs for the remaining project scope and relocation efforts. Dave has only received one bid per scope, and although they are much higher than he thinks is reasonable, he is waiting on additional numbers from his sub-contractor base. The Architect recently provided Forrest with a new permit set with County ADA requirements, which he has reviewed and provided to the Contractors for review and pricing updates. The ADA requirements include Base and DG pathways to various locations from new Handicapped parking. The County originally did not want to let us put in the pedestals for water and electricity throughout the campus, but Forrest was able to prove that we had historic non-conforming use, and per the code, "Existing water and power supply, service with existing underground trenching" was added to the plans.

2. Tack sheds are complete and the fencing is underway being placed around the perimeter of the campus.

3. Dave Smith expressed concern with the 6 week schedule, and that it would be very difficult to complete on time, even if he could start as early as September 14. Subcontractors and their schedule; finding an excavator who can do this size of a project and is available. The order of work should be Trees, Grading, Utilities, Roads, Foundation slabs, Wash rack, RV, restrooms, Guide Shack, Framing. The main scope of work is the Excavator.

4. An Electrical engineer will need to be brought on board to boost the power because of the distance to the furthest pedestals and getting sufficient power to those locations. Discussion to eliminate some of the outlier pedestals, but Dave advised that was premature because we do not know if said elimination would be a small or large savings.

5. A 3 acre conversion permit will be required to remove trees and now that we have the grading permits coming in, Forrest is working with Bill Houdyschell to facilitate permit. AMX and TDA both have a licensed timber operator on staff, which is required. Micki Kelly has advised that we do not have to do the nesting study if trees are removed after September 1 and before April 1.

6. The details of the 10x10 wash rack with a water heater were discussed and concerns over excess costs and if it could be removed. An option that was discussed that the wash rack may be part of a 3rd phase if costs are too high.

Questions and Comments:

If we can't finish before the end of the year, what can be completed this year? Trees, Grading, and utilities. Finish in the spring.

What kind of barrier is going around the deck in the back to separate the children and people attending the parties? Staff is reviewing options at this time.

Could the containers or a Tack shed be used as a Guide shack next year? Yes

Have we gotten the Variance for the Caretakers Trailer? We are planning on getting that after completion of the project, as the trailer is allowable during construction activities.

Future:

Future topics; Relocation of the South Arena.

Considerations are being made for the **ESC Meeting #12 on September 16th at 3:30pm at ACAC.** Please notify Forrest Huisman if you have specific schedule conflict.

Maintenance / Solar Committee - Tahoe Donner Association

2016 Solar Projects - 5 KW System Meeting
Meeting #3

Location:	Clubhouse, Mezzanine
Date:	Monday 8.3. 2015
Time:	2:00pm – 2:50 pm

Attendees:

Tahoe Donner Association:	Forrest Huisman – Director of Capital Projects
	Lee Gray – Accounting & Assistant to Capital Projects
General Plan Committee:	John Stubbs
Solar Sub Group:	Bruce Barton
Phone:	Doug Sherman

Meeting Notes:

Agenda: To recap 2015 solar installations and plan for 2016 which include the TDPUD Rebates.

Simple Power has completed the installation of the 5.8KW Solar System at the ACAC. The system is now producing about 28,000 watts per sunny day which is equivalent to the average US house consumption. The next one coming up is Trout Creek. The reason it has not been completed is because Trout Creek is in dire need of roof replacement on the flat roofs. There are replacement reserve dollars in place that will be expedited so it can work in tandem with the new installation of solar panels at Trout.

We have 4 solar rebates available through 2016 and have asked Simple Power to go out to the amenities to give us their preferred locations with costs in mind; distance to panels, good solar access that are not too far from the actual service box. They came back with 4 recommendations:

- Maintenance Facility – 5.8 KW system attached to the roof over the covered carport tilted at 45 degrees facing due south. By hanging over the edge snow would slough off. If the Panels are set back slightly the snow could collect on the roof. On a big winter year the snow would overwhelm the panel and we would have to go up and manually clear it. The estimate after rebate is $10,239 out of pocket.
- Forestry Facility – 5.8 KW systems attached to the front of the building over the rollup doors which are not utilized heavily in the winter. The options are to place in an awning position on the front of the building or at the front edge of the roof where it could still slough off and would be less expensive but more maintenance would be required on a big winter year to clear the snow off the panels. This is the highest location of all amenities. The estimate after the rebate is $10,898 out of pocket.
- Northwoods Pool – 5.8 KW system shade structure 22 ½ angle and approximately 7 ½ to 8' high on the deck area which would also offer shade to the seating area. The estimate after the rebate is $13,337 out of pocket.
- The Northwoods Bocce Area – 5.8 KW systems which would shade ½ of the court and utilize the meter for the Clubhouse. The estimate after the rebate is $13,932 out of pocket.

Accumulated these 4 locations total $48,406 which is under $50,000, the amount projected for 2016. The Tennis Center and the Beach Club Marina were not ideal due to the amount of trees. The Top Shop was the 5th recommended location and can be added later. The applications should be submitted in January 2016 to secure the rebates.

The subgroup was concerned with the Northwoods pool in terms of member reaction without having had the chance to understand the benefits of this. People will complain as to the esthetics. It was suggested to print an 11x17 out, laminate it and post it at the Rec Hut for the staff to explain to the membership for input. The thought was that the photo should be taken from the other side and be accurate and superimpose the graphic showing the actual shaded areas.

The Subgroup was in favor off all projects and recommended Forrest advise GPC at the meeting on this date.

ACTION ITEMS:

There was discussion on the Forestry Facility needing expensive support for awning with the wind and snow as well as the trees shading the panels. Simple Power suggested that this solution would shade the upstairs rooms from the harsh sun during the summer months-reducing cooling costs.

Check Historic use of each location for review at next meeting.

Print a revised 11x17 of Northwoods Pool solar rendering, laminate it and post it at the Rec Hut for the staff to explain to the membership for input. Simple Power will provide a revised mock-up.

QUESTIONS:

If solar panels are installed and the meter does not run backwards as expected do we lose rebate? Answer; the rebate is based solely on the solar production, and not necessary to spin the meter "backwards".

Lee Ann Gray

From:	Dwight Walker <walker.dwight@outlook.com>
Sent:	Friday, August 21, 2015 12:22 PM
To:	Bruce Welton; Courtney Murrell; Doug Sherman; Forrest Huisman; John D Stubbs; Lisa Hussar; Mary Werschky; Mercedes Ferguson; Miguel Sloane; Sean Connors
Cc:	Lee Ann Gray
Subject:	DRAFT: TCRC NWCH Subgroup Meeting Notes 8.19.15
Attachments:	TCRC NWCH Wishlist 2020.xlsx; 2014-12-05 Architect Rendition of Project Scope v3.1 (1).pdf; TCRC Subgroup Minutes 12.3.14.docx

The TCRC/NWCH Subgroup met on 8/19/15. In attendance were Dwight Walker, John Stubbs, Forrest Huisman, Miguel Sloane, Lisa Hussar, Sean Connors and Lee Ann Gray. Doug Sherman was not able to attend but provided input via an earlier email. Courtney Murrell was on vacation and not able to attend.

Goals of the meeting were:

1. Update the 5/20/15 TCRC/NWCH WishList that had been submitted to the GPC at the June meeting.
2. Review projects and cost estimates on Capital Projects Fund (dated 8/3/15) spreadsheet and compare to the updated WishList both in terms of cost and timing.
3. Follow up on 12/3/14 Subgroup Meeting Notes for appropriate actions in regards to the 4,000 sq ft TCRC expansion.

After a thorough discussion of the TCRC/NWCH Wish List a number of revisions were made to the 5/20/15 doc and are noted on the updated spreadsheet. They are as follows:

- TCRC expansion remains high on the list and a wag for cost estimates of $2.5 million is still considered an adequate placeholder. Action Item: Forrest will make appropriate revisions to the CFP.
- Expanded parking at NWCH is also high on the list based on the 6 weeks of max usage each summer for tennis, swimming and other NWCH uses. It was determined that 60-65 additional parking spaces would be adequate for planning purposes at a cost estimate of $200k. This expansion is also intended to address any ADA compliance issues at the Clubhouse. Action Item: Forrest will make appropriate revisions to the CFP.
- NWCH trash enclosure, storage, fencing, terraces, drainage, hvac imp were lumped together in one project on the CFP along with a Development Fund net expenditure of $210k in 2016/2017. Action Item: Forrest to provide details on these projects to specifically identify Reserve Fund and Development Fund $ needs. The subgroup will review those details before determining what should be reflected on the CFP.
- Snowmaking at SnowPlay is an item that may have some alternative solutions (eg: hauling snow from downhill) and a number of uncertainties in regards to cost and feasibility that resulted in moving the project outside the current 5 year focus.
- Permanent restroom and food venue at SnowPlay are projects to be considered in the future (in conjunction with snowmaking) but were also deemed beyond the next 5 years.
- Ice Skating Rink remains on the list but is now considered a project beyond the current 5 year focus.
- Solar heat for the Rec Pool has been deemed unfeasible and has been removed from the list. However, solar power generation at all facilities is being considered by the GPC Maintenance Subgroup.

- TCRC pool pumphouse relocation and expansion is a large discussion tied to the ongoing substantial amount of repairs and maintenance to outdated and inefficient equipment. Action item: Miguel and Sean will be analyzing needs and making a recommendation to Forrest regarding Replacement Reserve Funds and/or Development Funds $ needed. It is possible that replacement and upgrade of the pumphouse could be addressed within the current footprint.
- The Town of Truckee is considering a turn lane on Northwoods Blvd at the entrance to TCRC. If that project moves ahead it may be necessary to widen the entrance and provide for appropriate ingress and egress from the parking lot. Given the uncertainty of this project moving ahead with the town it was determined that it will not fall within the current 5 year focus.
- Miguel reported that staff has received a large number of requests for a hot tub at the NWCH pool for summer use only. That project was added to the list for future consideration.

The current CFP reflects 2018 or 2019 as the earliest when funds would be available for consideration of the expansion of TCRC. As a result, it was decided that next steps, as identified on the attached notes from 12/5/14 meeting, will be addressed after the October GPC Meeting where an updated CFP will be presented.

Trout Creek Recreation Center/NWCH Subgroup Minutes

December 3, 2014

Members: Dwight Walker, John Stubbs, Mary Werschky (by phone)

Staff: Miguel Sloane, Forrest Huisman, Lisa Hussar, Sean Connors (TDA Maintenance Manager)

Meeting Notes:

- **Follow up on 10/15 Action Items:**

1. **Lisa to review usage stats and determine if corrections are needed to properly reflect actual usage. Timing: Needed--11/2/14.**

- **Lisa's review with staff found that stats gathered during June-August, in some cases, did not include reentry nor 6 and under members that were included in stats in previous years. October and November stats appear to be back on track resulting in a conclusion that the drop off in stats during June-August were an anomaly resulting from not counting reentries and 6 and under. No further action required.**

2. If Lisa's feedback on 11/2/14 is that reported fall off in stats is accurate, the consensus of the subgroup was to recommend that an electronic member survey be requested at the 11/3/14 GPC Meeting. Such survey would be used to canvas members about use and nonuse of TCRC to determine if we are meeting needs and service levels.

   A survey of the full membership was launched on 10/16 covering all amenities and its findings were not conclusive due to less than 100 participants. No further action required.

3. Miguel and Lisa will prepare projections on revenue opportunities if there was an expansion of Massage area (+Chiropractic/Physical Therapy services). If a member survey is conducted this is a service area to be explored revenue potential.

   Miguel and Lisa reported that the current single massage room provides NOR (revenue split 70% to therapist and 30% to TCRC) of approx. $17k annually. The service is limited by the single room—especially during high demand weekends and holiday breaks. Current utilization of facility of 19% is below the industry standard of 25%. Assuming the same 19% utilization while doubling the capacity would yield annual NOR OF $33k. At industry standard utilization of 25% and expanded facilities to allow for couples massages, etc. could, in the best case, yield annual NOR of $65k.

Action Items:

1. Lisa and Miguel to obtain permission from BOD to do a TCRC front-desk survey of customers about the viability of a coffee/juice bar both in terms of utilization and price point.

2. Forrest to have TCRC Phase 1 Expansion schematic revised to include expanded weight room and storage space. The revised drawing to be submitted to the GPC at January meeting

   Update 12/5/14—See attached

3. Forrest will review TCRC Phase 1 expansion costs to see what would be covered by Replacement Reserve Funds.

   Update 12/5/14—Approx $500k--see details from Forrest

4. Dwight to submit subgroup's recommendation to proceed with TCRC Phase 1 in GPC plan along with revised schematic, expansion recommendation list (as revised 10/15/14) for GPC review at January meeting.

5. Dwight to submit subgroup recommendation to proceed with renovations of poolside locker rooms and sauna ASAP, utilizing Replacement Reserve Funds.

6. Forrest will analyze the

Trout Creek Recreation Center/NWCH Subgroup Minutes

December 3, 2014

There was a discussion on whether TCRC should be in the business of providing massage services. Lisa reported that there is obvious demand based on current clientele and that weekend and holiday break activity would be even higher with an expanded facility to handle couples, wedding parties, etc. The space identified for future expansion (currently Kids Club) would be ideal due to sound isolation and should yield higher customer satisfaction.

4. Miguel and Lisa will prepare projections on revenue opportunities for coffee/juice bar. This would also be a good item to seek input from the member survey, if approved.

   Lisa researched this question with Mike Peters both for food offerings and revenue projections. They determined that there should be coffee/beverages, juice/smoothies and grab & go breakfast/lunch options serving Snowplay and pool patrons as well. (This service would be in addition to the current Summer Food & Bev offerings but sharing employees for efficiencies.) Projections of NOR were breakeven during shoulder seasons with positive results in summer and winter yielding somewhere between $15k and $45k/year.

   It was decided that an informal survey of current TCRC users would yield important data on potential usability of this service and at what price point.

5. Forrest will incorporate additional storage and weight room space needs into projected space requirements to review with architect consultants.

   Schematic will be updated by Forrest before submission to GPC at January meeting.

6. Forrest will obtain an architect estimate for services in outlining design and projected construction costs for Expansion Phase I item #s2-10 listed. It was the consensus of the subgroup that this estimate (currently) pegged at $10k) be presented at the 11/3/14 GPC meeting as a recommendation for the board to approve expenditure.

   Forrest presented a to-scale schematic of the proposed Phase 1 expansion highlighting existing building and expansion construction. He reported that rough estimates from the architect in order to obtain construction costs would be in the $40k range rather than the $10k previously projected.

   There was discussion about next steps to be sure and minimize architectural costs similar to what was done with the Adventure Center building project. Forrest estimated that this process would need 15-18 months to complete. Given that the TCRC expansion

NWCH project of leveling the tent/patio area to identify advantages and costs for the next subgroup meeting.

project is currently slated for 2017 or beyond, it was the consensus of the subgroup that more detailed discussions about the expansion with staff and membership should be undertaken during 2015 to allow for enough time and meaningful input before proceeding with expensive architectural services.

- **There was discussion about estimated costs for construction of Phase 1. A rough estimate of $500/sq ft for 4,000 sq ft yielding a $2.5 million price tag. Forrest will review items to see how much may be offset by using Replacement Reserve Funds.**

- **It was the consensus of the subgroup that the preliminary TCRC Phase 1 expansion schematic and list of recommendations (updated 10/15/14) be submitted to the GPC at the January meeting for inclusion in the GPC plan for 2015-2019 Development Funds. In addition, it was the consensus that the renovation of the poolside locker rooms and the sauna be undertaken ASAP, utilizing Replacement Reserve Funds.**

- **Solar power discussions regarding TCRC and pool heating yielded a conclusion that it is not viable for heating pool water. However, it was the recommendation of the subgroup that solar power be considered for electricity generation.**

- **Northwoods Clubhouse discussions:**

  There are a number of Replacement Reserve Funds projects anticipated including additional operational storage, relocation of refuse bins, ADA ramp/stairs to Bocce Courts and leveling of tent/patio area. Forrest reported that most of these items were below the $100k threshold for GPC review. However, given the subgroup's recommendation to not go forward with leveling of the tent/patio area in a previous meeting, it was determined that more information is needed on that project. Forrest will identify advantages and cost estimates for the tent/patio project for the next subgroup meeting.

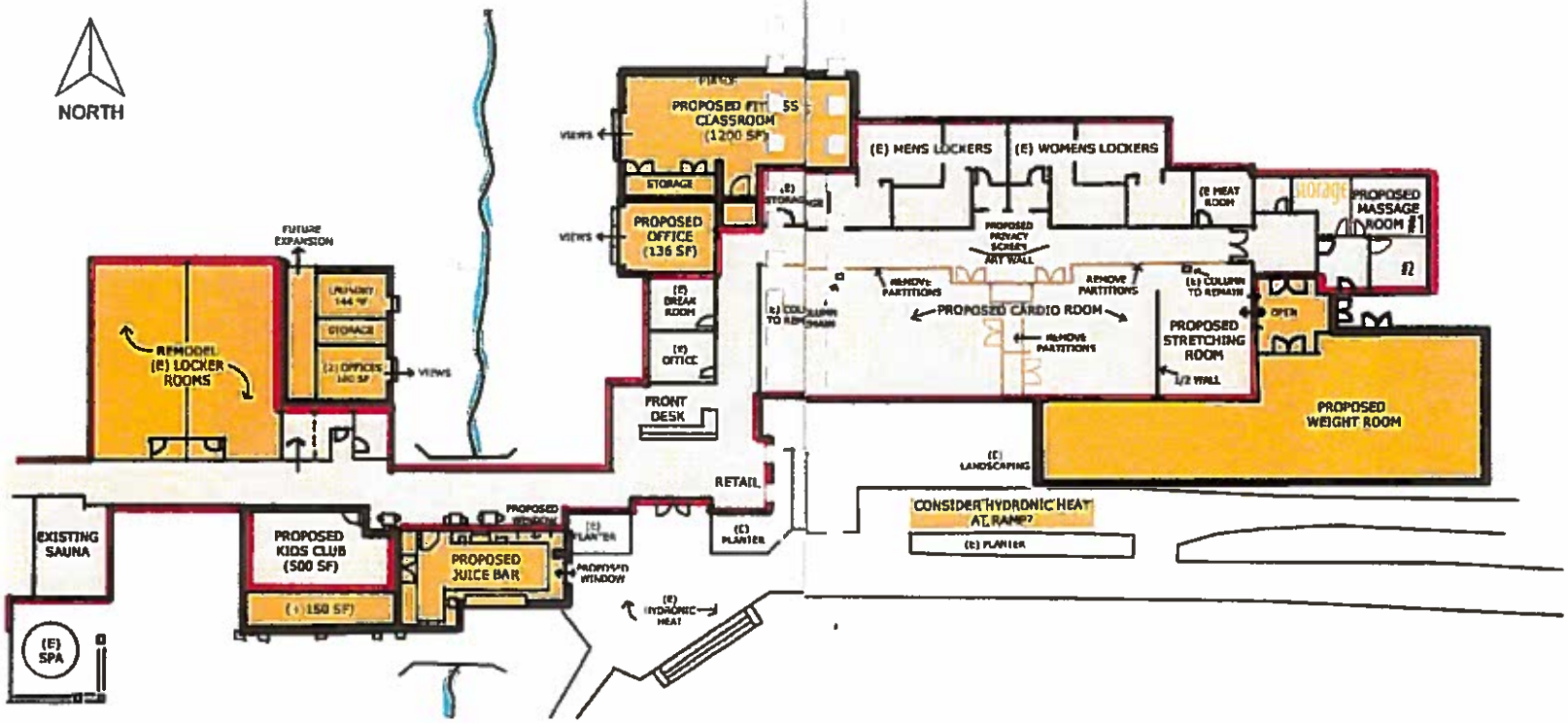
- **Items for future consideration—no action taken:**

  Expanded Parking at NWCH to accommodate new trail connector to Truckee.

  Entrance to TCRC parking lot from Northwoods Blvd.

TAHOE DONNER TROUT CREEK REMODEL

EXISTING BUILDING ENVELOPE
NEW CONSTRUCTION
CREEK



ADDITIONAL SQUARE FOOTAGE
EXISTING BUILDING ENVELOPE
NEW CONSTRUCTION
CREEK

Minutes- TDGF Committee Meeting –August 3, 2015 3-5 PM.
LOCATION: MEADOW ROOM – NORTHWOODS CLUBHOUSE
Present- Merle Fajans, Dick Gander, Suzanne Sullivan, Barbara Czerwinski, Norm Nicholls, Marilyn Disbrow, Jennifer Jordan, Brinn Talbot, Robb Etnyre

1. Minutes -Additions and corrections- None
2. Treasurers report – Suzanne
   a. Question-whether a pass through contribution will be recognized as having been donated through the TDGF. Suzanne questioned this based on one contribution that was split. It would appear that the contribution should be entirely entered under TDGF and then split out rather than passed through before being recorded under TDGF. Suzanne will confer with Itzi at TTCF.
   b. Financial report is attached to bottom of the minutes
3. Board members 100% participation –Merle and Dick
      i. Jim, Jeff and Courtney have made contributions and Steve has said he will.
      ii. Others- have not contributed as yet.
      iii. Picture can be taken at August 28 board meeting. This would be for the November TD News which will have the EOY appeal.
4. Waltman Update – Jennifer and Marilyn
   a. The agreement calls for the logo on all event literature, etc. It may be smaller than the TDGF logo.
   b. Marilyn has been in contact with Jaime. She has asked her to save the date for the dinner.
   c. Any matching from customer's contributions- this did not appear on the snow removal contracts for this year. (There is a 10% contribution for sealing by Waltman in TD. Confirmed following meeting.)
   d. New Waltman website not complete. TDGF logo was not in the July ad in the TD news. (Jaime's error. September ad is already checked!) New magnets with our logo have not been ordered yet.
   e. We would expect to have an annual review of the relationship around April 2016.
5. Past events
   a. Tahoe Thursday Bus brochure handout
      i. July 30 -Early shift- Merle, Suzanne, Late Shift-Jennifer
      ii. The brochure and pizza hand out were very successful for reaching new people about the TDGF.
6. 4x4 Event -Barbara, Norm, Brinn
   a. The event was very successful. The raffle was a great success. $2165 is being contributed to the Tahoe Donner Giving Fund.
7. Website – Jennifer, Suzanne
   a. Fiscal overview page was added
   b. Articles were probably posted under the category
   c. Events category was added and properly filled in.
   d. We would like to have a link from the mobile app to the contribution form. This is not likely to occur until the new TD website and mobile app are created.
   e. No additional website changes pending.
   f. All web changes must go through Jennifer.
8. Banner/Posters –
   a. Banners(2), brochures, Fishbowl, bungie cords—stored in the room with marketing. Everyone is now aware of where to find these items for an event.
9. Contribution Letter to former contributors – Dick
   a. The letter is ready. It just needs to be sent out.
10. Thank you notes – Barbara
    a. Barbara is using beautiful picture note cards which she donated. We are current on all thank you note priors. She will be sending one to the 4 Wheelers.
11. Pizza on the Hill Dinner -Suzanne
    a. Results-$281.16, which means we also brought in $1,593 net to POTH
    b. (Attendance was very high.)
    c. (Well attended by committee members)

d. Thanks to Suzanne, Barbara

12. October 2 Dinner- Suzanne with Marilyn and Barbara
    a. The dinner will take place in the Sage Room at the Lodge. The Adventure Center will not be ready for events by October 2.
    b. 50 tickets will be the maximum.
    c. 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
    d. Theme - Harvest season
    e. There is a set four-course menu. There will be a vegi option for the main course.
    f. There will be a silent auction with about 6-8 biddable items. Given the maximum of 50 people which might mean 25 couples or near that, an overwhelming number of items will not lead to competitive bidding. The emphasis will be on experiences more than things.
    g. Might arrange for a few speakers. Maybe Jaime – why she chose to be a founding partner?
    h. Ticket sales will be through brown paper tickets.
    i. Article in the TD News for September which will coincide with beginning of ticket sales. Copy has been submitted.
    j. Save the date will be placed on the TD Next door system.
    k. The committee will put together a detailed plan of the event, which will include the program for the evening, as well as a project plan with all tasks, responsible person and due dates. This plan is due before the August 31 meeting for Dick and Merle to review.
13. Marketing Plan— Merle and Dick and Brinn -Hold over for next meeting
14. Decide 4Q plan for fundraising- Hold over for next meeting
    a. Letter with assessment bill
    b. TD News article on contributing –November – see below
15. Plan for TD News between now and February 2016
    a. Thank you to 4x4 - August -Published
    b. 100%- Board all in - November issue with Appeal for contributions –Due October 10 ---- take picture august 28.
    c. October – Last minute dinner announcement –Due September 10
    d. Dinner results - November - due October 10
    e. Appeal for contributions – November – due October 10
    f. Recognition for contributions 2015 – February – Due January 10 –possible?
16. Future Meeting Dates
    a. August 31, October 5, November 2, December 7
    b. All at Meadows room at Northwoods Clubhouse
17. Fall grant cycle
    a. Determine our options for grant cycle participation – Marilyn
    b. Determine changes to Xmas gift giving program and determine if there is a place for TDGF to participate –Dick - coordinate with Marilyn
    c. Need decision on these issues, probably by email, before next meeting!
18. Discussion on how to work most successfully with TD staff
    a. One TDGF person interfaces for each activity. Single TD staff person should be assigned. It is helpful to be in contact with the person actually doing the work.
    b. Mutually Develop plan that indicates who is responsible for what task – such as who is writing, who is editing.
    c. Mutually agree on when tasks will be completed.
19. Robb Etnyre joined the meeting. He indicated that the board needs an update on what the committee is doing and what level of staff assistance and other TD resources we are using. He said that it appeared we were operating somewhere between a committee and a club. While recognizing that our task is different from most committees, it is important for the board to understand how we are going to operate moving forward. It is also critical for planning to know the level of support the board feels appropriate to provide. Merle and Dick will work with Jim Stang, our board rep, to determine how to present this for discussion at the August 28 board meeting.

TD Giving Fund
Fiscal Acctg as of Aug. 3, 2015
(Unaudited)

Date	Amount	Description
7/1/14	10,513.01	Balance Forward
	-10,000.00	TTCF Required Reserve
9/30/14	-252.55	Earnings/Fees
December 2014	2,270.00	Contributions
	20.47	Earnings/Fees
January 2015	927.20	transfer in TD Scholarship funds
3/31/15	272.53	Earning/Fees
May 2015	1,000.00	Contribution for start=up costs
	-691.44	Brochures
June 2015	677.00	Contributions
	-204.68	Banners
	-1,000.00	Scholarship Encumbered
6/30/15	-134.10	Earnings/Fees
July 2015	2,284.00	Contributions
	TBD	4-Wheelers
August 2015	TBD	Pizza Night
	5,681.44	

Sullivan, 8/3/15