

**Tahoe Donner Association  
General Plan Committee/Board Meeting  
November 2, 2015  
Northwoods Clubhouse Upstairs Conference Room  
3:00 to 5:10 pm**

**ATTENDANCE:**

**GPC Members Present:** John Stubbs, Michael Fajans, Michael Sullivan, Bruce Barton, George Rohrback, Michael Bledsoe, Mary Werschky, Nan Meek (alternate)

**GPC Members on Phone:** Nichelle Lyons, Doug Sherman (alternate)

**GPC Members Absent:** John McGregor, Dwight Walker, Tom Johns (alternate)

**Finance Committee:**

**Management:** Robb Etnyre, Miguel Sloane, Forrest Huisman, Mike Salmon

**Board of Directors:** Jim Stang, Courtney Murrell, Jeff Bonzon, Steve Miller (phone)

**TD member guests:** Susan Terrell, Rod Whitten

**CALL TO ORDER: 3:00 PM WITH QUORUM.**

**Note, since 4 Board Members were present, today's meeting is an official Board Meeting in conjunction with the regular GPC meeting.**

**Jim Stang opened the meeting and turned the agenda over to the GPC with co-chair John Stubbs presiding and co-chair Michael Fajans taking notes.**

***Note GPC Action Item Recommendation under subgroup reports (f) Maintenance below: Action item: The GPC recommends installation of solar panels as per the Maintenance subgroup recommendation on the Forestry and Maintenance buildings in 2016.***

**1. Member Input. None.**

**2. Capital Projects Status Report. Forrest Huisman reported on several projects:**

**a) Alder Creek Adventure Center.** A final certificate of occupancy was received on October 14<sup>th</sup>, and staff is busy moving in. A party for season pass holders is scheduled for November 21<sup>st</sup>, and a grand opening on November 27<sup>th</sup>. The project was completed under budget, both because of liquidated damages for late completion and very little need for the 5% change order allocation. The reduction in cost will increase the amount available in the Development Fund.

**b) Trout Creek Recreation Center.** Solar panels were included in a re-roofing project. It will be completed within the next few weeks.

**c) ATC Cell Tower.** Construction is virtually complete, T-Mobile is installing equipment, and it should be operational within a month or two. It is recommended that consumers request AT&T and Verizon to provide service from the tower. Nextdoor TD was suggested as a vehicle for getting the word out to property owners.

**d) Snowmaking.** This is proceeding on schedule. Electrical work remains, and the snow guns should be delivered this month. Staff is receiving training at other local snowmaking installations.

**e) Equestrian Center.** TD has received a grading and building permit for phase 2 of the relocated Equestrian Center, the work will be completed in spring. Approximately 85 trees were removed, leaving the stumps to be pulled out in spring.

### **3. Sub-group Reports.**

**a) Trails and Open Space.** George Rohrback reported on the consensus established by the TOSS sub-committee at a recent meeting, noting that the recent homeowner survey indicated that trails and open space was the favorite amenity. The first goal of the sub-committee is to complete the 22 projects that were recently permitted. This includes 13 miles of new trails, which are estimated to cost \$20k/per mile. \$52k per year would fund the completion of these projects in the 2016-2020 timeframe. In addition, an allocation of \$100k is requested for 2020 to permit the projects for 2021-2025. Finally, the sub-committee recommends a fund to facilitate land acquisition for expanding property for trails and open space. The recommended amount would be \$250k as soon as possible and an additional \$250k later in the 2016-2020 period. Ideally, the fund would be 100% dedicated to property acquisition and not include management costs associated with the process.

Jim Stang suggested a set of criteria to consider for potential land purchases. These are

- 1) Land is contiguous with TDA lands.
- 2) Land purchase will enhance an existing amenity or create a new amenity.
- 3) Land purchase will protect existing land from physical threats (i.e. fire, . ) and from the purchase by someone whose land use might not be in the best interests of TDA.
- 4) The price is right, considering current funds and how the outflow will impact existing future plans (opportunity costs).
- 5) Intangibles discovered upon inspecting the land – does it look good.

**b) Cross Country.** Michael Fajans reported on a meeting of the Cross Country sub-committee. Since we understand that the Euer family does not intend on leasing their property for cross country usage after 2016-17 winter season, the sub-committee recommends the addition of two 10 x 12 foot warming huts to replace the existing cookhouse facility, a rustic structure that is heated by wood fire and sells snacks, drinks, and soup on weekends and holidays. We understand that Nevada County health codes would not allow the sale of soup and hot drinks without running hot water and other requirements that go beyond what is envisioned in a new structure – an off-the-grid building with perhaps a wood stove for heating and solar electricity. Additional research on skier desires (survey) and costing of structural alternatives (yurt vs. rustic structure) is required to determine whether a larger facility is warranted and feasible. We also need to determine whether the expanded food offerings at the ACAC will be sufficient or whether free or volunteer contribution items provided in a cookhouse/warming hut would meet Health Department requirements. The warming huts would not require a permit, and would be similar in nature to the tack sheds (but with windows) recently built.

In addition, the development of a year round toilet in the Euer Valley is recommended. A vault toilet would seem to meet the needs of a facility that can make it through the winter

without needing to be pumped out. Having a toilet in the Euer Valley would replace the existing rustic winter outhouse and summer toilet trailer that has been moved to the valley in recent summers. The recommended location for the warming hut and toilet is in the vicinity of intersection 14 north of the bridge over the creek.

**c) Marina.** Michael Bledsoe spoke to the sub-committee conclusions contained in the report below:

The Marina Subcommittee met on October 23, 2015 to reconsider its recommended budget allocations for the Development Fund during 2016 and 2017. Two issues were before the group: whether to modify its recommendation that the deck be expanded and improved to enhance the users' experience at the Marina and whether to recommend enlarging the kitchen to enable the preparation of a broader menu. Reconsideration of these issues seemed appropriate given new information from TD owners from the GPC's survey and new information from Mike Peters, Food and Beverage Director, regarding gross revenues from food and beverage service at the Marina.

Deck/Patio Improvements –The Subcommittee modifies its 2016-2017 recommendation to GPC (dated August 25, 2015) for improving the deck as follows: The Subcommittee believes that it is premature to set aside funds for expanding the deck/patio in the immediate future. It is not clear that the deck is over capacity except on busy holiday weekends and the GPC survey did not show substantial support among TDA members for Marina improvements. The group requests that staff gather more information from Marina users regarding the desire for improvements to the deck/patio area.

- 2016: Eliminate \$20,000 for planning and design of deck/patio improvements
- 2017: Eliminate \$354,000 for construction

Kitchen Expansion – Over the past few seasons, food and beverage service has expanded at the Marina and some new food items are being served. Revenues from food and beverage service have increased each year since 2013. However, it is not clear whether expanding the kitchen at substantial cost in order to further broaden the food and beverage service would be financially justified. No funding is currently recommended for kitchen improvements. This recommendation remains unchanged.

Other Improvements – The Subcommittee's other recommendations (for the installation of low-level lighting, improved ADA access and a new entrance gate) remain in place.

Several Board Members expressed concern with the recommendations, indicating a belief that the deck and kitchen improvements should be considered as a level of service issue at the marina. The most severe problem at the marina is lack of parking, and there was discussion about the potential parking benefits of eliminating boat launching, which would free up more space for parking (parking was not re-configured this summer when

boat launching was precluded by low water). GPC members indicated that they were not opposed to marina improvements, but felt that there were higher priorities for the Development Fund during the next five years.

**d) Snowmaking.** Michael Sullivan indicated he had written an article for the November TD News, explaining the higher cost of the snowmaking project that resulted from enhancements to make it more efficient and quieter. He also indicated a potential future effort to analyze the effectiveness of snowmaking and consider the cost/benefit of enlarging the snowmaking area.

**e) Equestrian.** The Steering Committee report was included in the capital projects report. In addition, the sub-committee met and considered the potential need for “re-footing” the arena. This would involve leveling and rock removal. It needs to be costed but funds should become available from the Replacement Reserve Fund. In addition, the sub-committee would like to see consideration of moving summer trailer parking off Alder Creek Road into the equestrian campus as part of the spring 2016 grading project. This might be complicated by the need for paved pads for the trailers.

**f) Maintenance.** Particularly given the strong support for energy conservation in the recent survey, the Maintenance sub-committee recommends five solar projects for 2016, budgeted at \$50k in TD Development Funds. This includes two projects at Northwoods Clubhouse and projects at Forestry and Maintenance. Forrest stated that he noted the recommendation of the subgroup to include Forestry and Maintenance buildings for solar panel installation but still needed GPC approval and recommendation. The Co-chair asked the GPC members present for comment and received consensus to recommend approval.

**Action item: The GPC recommends installation of solar panels as per the Maintenance subgroup recommendation on the Forestry and Maintenance buildings in 2016.**

**4. Updating Capital Projects List for 2016-2020 Prioritization.** John Stubbs indicated that it will be time to update the prioritization once the Trout Creek sub-committee reports its updated findings relative to Trout Creek and Northwoods Clubhouse projects at the December 7<sup>th</sup> GPC meeting.

**5. Review of 2015 GPC Task List and Input for 2016 Task List.** John Stubbs reviewed the 2015 Task List and asked for suggestions for the 2016 list. There were two initial recommendations:

a) Conduct a post-mortem on snowmaking project to obtain an understanding of the reasons for the final budget increase over projections. The goal is to try to develop a process for producing better estimates initially of Capital Project final expense.

b) Change the number 2 2015 Task List item, “Maintain a review process of current Capital Fund Projections for 2015,” to include in the GPC review process a better reconciliation of GPC recommended projects and a briefing with rationale from Staff on projects proposed in preparation of the 2016 Capital Fund Projection placeholder funds.

**6. New Business.** None.

**7. Preliminary Agenda for December 7th GPC meeting**

- Capital Projects Status

- Trout Creek/Northwoods Clubhouse sub-committee report
- Timeline for Prioritization of 2016-2020 Capital Projects
- Nominations and Election of GPC chair and vice chair for 2016.

Minutes prepared by Michael Fajans

# Cross Country Ski Center - Tahoe Donner Association

## Construction Steering Committee (CSC), Meeting #17

Location: Alder Creek Adventure Center  
Date: Wednesday 10.21.2015  
Time: 3:30pm – 4:15 pm

### Attendees:

Tahoe Donner Association: Robb Etnyre – General Manager  
Forrest Huisman – Director of Capital Projects  
Mike Salmon – Director of Finance  
Miguel Sloane – Director of Operations  
Brinn Talbot – Director of Marketing and Communications  
Sally Jones – Manager of Cross Country  
Sean Connors – Maintenance Manager  
Dave Walker – Bike works Manager  
Lee Gray – Accounting & Assistant to Capital Projects

Board: Jeff Bonzon – President  
Courtney Murrell - Secretary

General Plan Committee: Steve Disbrow  
George Rohrback  
Tom Johns

Guests: N/A

### Meeting Notes:

### Agenda

- Schedule Update / Operations discussions.
- Forrest introduced Brinn Talbot, the Director of Marketing and Member Services, for an overview of wayfinding signage and upcoming events and celebrations. They are updating a 12 page document of way finding signage, to navigate through the building and some of the larger exterior signage. She has bids from 3 companies. Hoping to get the 1<sup>st</sup> round of the key things that have to be up in the next few weeks and then spend a little time on the nicer, larger signage. The sign company will handle permitting for the exterior signage. The signage currently in building is required by code, but the signage Brinn is aiming for improves wayfinding and experience levels for guests and visitors.
- The Grand Opening Celebration will be the night before “Light up the Night”, November 27<sup>th</sup>. There will be a food sampling and entertainment and an opportunity to showcase the building to the community. Prior to the Pass Holder’s party on November 21<sup>st</sup>, the Construction Steering Committee members will gather for the last CSC meeting at ACAC, stay tuned for more details.
- Forrest advised that we do have a Final Certificate of Occupancy. Blue Rock Development continues to implement building punch list items, prior to release of remaining payments. They were paid last week which included joint checks. Lien releases are coming in order. 14-1/2 months of construction efforts, despite their delays, is on par with industry standards. Currently the project is under budget. There are some FF&E items that continue to be spent so we do not know the total project cost yet. Sally Jones is now maintaining momentum on her FFE projects, and provided the following details;
  - The non-slip flooring in the Rental Room, Wax Rooms, Patrol Room, Employee Break Room and Club Room were tested and found that they are unsafe in winter conditions. Instead of having the contractor come back and put a different non slip product on the floors it is recommended that rubber matting be

put in all the rooms except the Club Room. The Club Room should get carpeting for acoustic purposes and a tarp should be used when wax is being applied on skis. The rubber matting is bullet proof with a longer life. She has 2 quotes at approximately \$21,000. Sally will also obtain a quote for leasing runners from AlSCO, but either way, the total change order would be less than \$50K, therefore approval levels remain at the Steering Committee level, and will not be presented to the board for review and approval.

- The consensus on the green bar stools is that they appear cheap, the color is not fitting, and they are not stable. They were ordered through B&L, but due to the length of time that they have been in storage they are not able to buy them back but can assist us in selling them. There is current interest in relocating the green stools to the yurt, where stools are needed. There are 31 bar stools at \$155 each. Sally is in contact with B&L to provide a quote for 25 new bar stools, wood or leather seat with a back, a more rustic look around the same price point, estimate \$5k to \$6k. The steering committee gave approval to replace the seats.
- The exterior firepit art pieces are currently installed. An additional hand-forged piece will be set in a frame and mounted to the stone for the interior fireplace, currently forthcoming. This will prevent visitors from being burned by the hot glass window.

## Questions:

Will there be a dog trail? Yes

Should we install floor mats to remove snow and debris at each door? Sally will review

## Action Items:

Sally: Quote for Rubber mats & carpeting, forthcoming

Sally: Quote for new chairs, forthcoming

## Future:

Considerations are being made for the final **CSC meeting #18 on November 21<sup>st</sup>, 30 minutes before the Pass Holder event at Alder Creek Adventure Center**, stay tuned for more details. Please notify Forrest Huisman if you have specific schedule conflicts.

# Equestrian Campus - Tahoe Donner Association

## Equestrian Steering Committee (ESC)

### Meeting #12

Location: NWCH Mezzanine  
Date: Wednesday 11/2/2015  
Time: 9:30-10:35 am

#### **Attendees:**

Tahoe Donner Association: Forrest Huisman  
TDA Board: N/A  
General Plan Committee: John Stubbs  
Equestrian Sub Group: Susan Terrell  
Mary Werschky  
Nan Meeks  
Guests: N/A

#### **Meeting Notes:**

**Objective:** Obtain an update on Phase 2 bidding exercises, and determine potential phase 3 opportunities within the Equestrian Campus, for discussion with the General Plan Committee at 3pm today.

1. Forrest will coordinate with three contractors to ensure their pricing proposals consider the project scope as permitted, so that this steering committee and Board can efficiently approve the contract award in early 2016, for implementation of phase 2 construction efforts, as weather permits.
2. Consensus was made to leave the Arena where it is currently located, and to utilize existing RRF to improve footing in spring of 2016, including leveling and rock removal. Also, considerations were made for a future phase 3, which would include moving summer trailer parking off Alder Creek Road, and into the equestrian campus, requiring further permitting for grading and paving of trailer parking.

#### **Future:**

Considerations are being made for the ESC Meeting #13 on January 18<sup>th</sup>, 2016 at 3:30pm at AGAC. Please notify Forrest Huisman if you have specific schedule conflict.

**Tahoe Donner Giving Fund  
Operations and Grant Committee  
Status Report 11/13/15**

The TDGF Operations and Grant Committee activities:

- The committee participated in the TTCF Open Competitive Grant Cycle and recommended 5 grants for a total of \$11,090. The Board approved the recommendations in a special meeting.
- An article for Tahoe Donner news was submitted for the December issue.
- The insert for the Annual Assessment letter was finalized, printed and delivered to TD accounting for stuffing. The cost of printing was paid for with funds from our partner, Waltman Construction.

Upcoming activities:

- The Committee is working on the plan for 2016.