



## **FINANCE COMMITTEE MEETING REPORT: June 9, 2016, NWCH**

### **ATTENDANCE:**

Members present: King, Eyton-Lloyd, McShannic, Ravano, Disbrow, Johns  
Members absent: Dundas, Leibow, Hunter  
Staff Present: Salmon, Director of Finance;  
TD Board member: Bonzon, Stang (2<sup>nd</sup> half of meeting)  
GPC Liaison: Bledsoe  
TD Member: None

### **AGENDA ITEMS:**

**A.** Call to order; 3:00pm, quorum present

**B.** 6/9/16 Agenda and 5/12/16 minutes approved 6-0 (Johns 1<sup>st</sup>, Eyton-Lloyd 2<sup>nd</sup>).

**C. May 2016 Preliminary Financials:** Salmon reported that May was another record month for revenue. Total monthly revenues of \$447,000 were a record by \$29,000. Memorial Day weekend was particularly good. The worst May for revenue was in 2010 when revenue was \$216,000. Net Operating Results (NOR) for the month were (\$872,000) which is \$2000 better than budget and includes an incentive accrual of \$75,000. NOR Year to date are \$1,588,000 higher than budget, resulting in estimated Operating Fund Members Equity of \$3,542,000.

Due to the early date of this meeting, we had limited financial schedules from Salmon. Generally, all amenities did well in May. He did indicate that Golf operations are doing better than budget and last year. In addition, the Lodge also had a good month due to many events.

June is an aggressive budget month, but through June 8<sup>th</sup>, results are 12% ahead of budget..

**E. Review and Approval of Fraud Prevention and Whistleblower Policies–** McShannic led the discussion of the Fraud Prevention and Whistleblower Policies. After months of work, discussion and a review by outside counsel, these policies were now ready for the FC to finalize and send to the TD Board. Our discussion

identified a couple of minor word changes to the Fraud Prevention Policy. The policy was approved, 6-0 (Johns 1<sup>st</sup>, Disbrow 2<sup>nd</sup>), subject to McShannic making the changes, to move forward to the TD Board.

There was limited discussion of the Whistleblower Policy and no changes were proposed. The policy was approved 6-0 (Disbrow 1<sup>st</sup>, Johns 2<sup>nd</sup>) to move forward to the TD Board.

McShannic agreed to make the changes to the policies and forward to TD Management and the FC. Salmon will be responsible for updating the Decision papers and will forward as appropriate. The final policies are attached to these minutes.

The Resolution Review Sub-Committee (Dundas, McShannic, Eyton-Lloyd, Leibow and Salmon) was recognized for doing a great job on these policies. It is expected that these policies will be on the June agenda of the TD Board.

#### **F. Update on Tahoe Donner Frequently Asked Questions (FAQ) Document –**

Salmon gave a brief update of this document. Some changes were made to the original document based on input from various sources. The document is now posted on the TD webpage in the Financials section, under Reports.

#### **G. Status of Current Water Restrictions for Tahoe Donner**

As an update to last year's review of water restrictions at Tahoe Donner, we had a short discussion regarding any current restrictions. It seems that any restrictions are now the responsibility of local Water Agencies and that there will be minimal, if any, restrictions at TD.

#### **H. Committee member Profiles**

As an ongoing agenda item, Eyton-Lloyd and King gave brief summaries of their personal and business backgrounds.

#### **I. Agenda Items for Next Meeting**

- Strategic Assumptions for 2017 Budget
- GPC Update of Current Projects
- Capital Funds projection update
- Potentially meeting at ACAC

**NEXT MEETING DATE:** July 14th, 2016, 3:00pm, NWCH

**ADJOURNMENT:** 4:21 pm; (Disbrow 1<sup>st</sup>; King 2<sup>nd</sup>) Approved 6-0

Prepared and Submitted by: Art King, FC Chair

# **JOINT BOARD & GPC MEETING**

## **TAHOE DONNER ASSOCIATION**

### **June 6, 2016**

**Location:** NWCH Mezzanine  
**Date:** Monday 6/6/2016  
**Time:** 3:00pm – 4:45pm

#### **Attendees:**

Tahoe Donner Association: Robb Etnyre – General Manager  
Mike Salmon – Director of Finance & Accounting  
Forrest Huisman – Director of Capital Projects  
Miguel Sloane – Director of Operations  
Megan Rodman – Executive Assistant  
Lee Ann Gray – Capital Projects Coordinator

Board: Steve Miller, President  
James Stang, Vice President  
Jeff Bonzon, Treasurer  
Courtney Murrell, Secretary  
Ron Wulff, Director - Absent

GPC Committee: Michael Sullivan, Chair  
Nan Meek, Vice Chair  
John Stubbs  
Bruce Barton  
George Rohrback  
Michael Bledsoe

#### **Meeting Notes: Joint Meeting of the Board and GPC**

**Meeting called to order by Steve Miller of the Board at 3:00pm**

#### **Member Input**

A TDA homeowner, residing at unit 3, lot 337, shared that over Memorial Day weekend, their mailbox was found on the ground, requiring them to drive into Truckee post office to retrieve their mail. The USPS advised the homeowner that they cannot reallocate another box because mail is delivered in sequential order. They have advised the homeowner that the USPS has to replace the boxes, but that the boxes purchased by TDA does not fit their hardware. Robb Etnyre advised that TDA will purchase whatever the USPS requires. The Board apologized for the inconvenience.

A second homeowner, residing at unit 8, lot 58, advised the Board of a Town Council Meeting, regarding the addition of 4 more roundabouts on Donner Pass Road. 1 being at the Northwoods Blvd and Donner Pass Road. Tahoe Donner staff is aware of the current planning, and has provided feedback.

The meeting was turned over to Michael Sullivan of the GPC.

Michael Sullivan opened with the resignation of Dwight Walker, due to moving out of Tahoe Donner and the nomination of Vice Chair, Michael Sullivan as Chair. A motion was made by Michael Bledsoe to accept the resignation and nomination, seconded by Bruce Barton, and by unanimous vote the motion passed. Immediately following, Director Steve Miller made a motion to accept the resignation of Dwight Walker and nomination of Michael Sullivan as chair of the GPC. Director Courtney Murrell seconded, and by unanimous vote 4-0, the motion passed.

Michael Sullivan made a motion to move Nan Meek from alternate to full time member of the GPC and Vice Chair. The motion was seconded by John Stubbs, and by unanimous vote, the motion passed. Immediately following Director Jim Stang made a motion to accept the nomination of Nan Meek as a full time member of the GPC and Vice Chair, Director Jeff Bonzon seconded, and by unanimous vote, 4-0 the motion passed.

Michael Sullivan called for member input for the GPC. Noting that the GPC members heard the input to the board, no additional member input was made.

Michael Sullivan called for the Member Communication Plan Task Force update from Nan Meek. Nan acknowledged that there was a lot of misunderstanding at candidate's night. The committee is in the process of writing an article to send as an E-Blast in the next week or so explaining the first part of the process where the ideas come in from. The information will also go out in the next Tahoe Donner News. There will also be a video that will be developed to explain the process that will be played in the NW Club House, online and anywhere else videos can be shown. The list will be renamed the "***Preliminary Ideas list***". After an idea is identified, there is a detailed process of evaluation with knowledgeable experienced people looking at it. It will not be a project until resources are applied. The committee will do everything in their power to communicate transparently that Member input is welcome and as ideas are evaluated if an idea is not chosen it can be proposed again so members do not feel shut out. The information will be sent out a piece at a time to explain the process. They are also working with the Marketing Department on how the information shows up on the website.

Michael Sullivan explained that the next step of evaluating the ideas was the review and prioritization by the Board, GPC, and staff. From that process the GPC identified the top priority ideas to move forward by creating the greatest value to members and narrowed it down. Robb Etnyre explained this process of priorities 1 through 5; 1 - In the next 2 years, 2 – In the next 5 years, 3 – future years, 4 – Operational issue, 5 – no longer being considered. The ideas that were prioritized as 1's were then reviewed. Those that rose to the top of priority 1 that were either in development already or valid enough to go further through the process to develop further details moved to the list of recommendations given to the Director of Capital Projects to write a Project Information Paper. Michael turned the meeting over to Forrest Huisman to go over the ideas list and details of the Project Information Papers.

Forrest Huisman then shared a comprehensive list of approximately (100) new ideas from homeowners and staff, which can be found online as the ***Preliminary Ideas List***, then highlighted select topics that were prioritized onto a document titled ***Future Capital Projects Under Review***, which led to the following seven individual ***Project Information Papers***, each posted online under the Capital Projects Spending Process at <http://www.tahoedonner.com/major-projects/general-plan/>;

1. Cluster Mailbox Consolidation with Overhead Roof Structure (2 stations) – Association Wide

2. Water Bottle refill station at each Amenity to reduce disposable cup waste – Association Wide
3. Expanded parking at Glacier Way Trailhead – Association Wide
4. Master Plan (Amenity) Concept – Association Wide
5. Additional Storage Shed for Recycling and Summer/Winter operations at Parking Lot – Alder Creek Adventure Center
6. Summer Trail Grooming – Alder Creek Adventure Center / Summer Trail Grooming and Hydro seed with native Mix – Downhill Ski
7. Remodel of Pool-Side Locker Rooms, Steam Room and Sauna – Trout Creek Recreation Center

Forrest then provided his monthly update to the *Draft Development Fund – Capital Funds Projection*, also be found at <http://www.tahoedonner.com/major-projects/general-plan/>, where at this time, there are currently no dollars allocated for any of these seven ideas, with an ending balance of \$182,000 in 2016.

Forrest shared that once Project Information Papers are prepared, the GPC will organize a necessary task force to analyze project recommendations and to address the following points:

- Historical use patterns:
- Desired Service Level:
- Net Operating Revenue (NOR)
- Needs for mitigating limitations
- Current limitation and amenity deficiencies
- How to project will help overcome identified limitations

Michael Sullivan made a recommendation that the GPC submit the 7 ideas to the Board, the motion was seconded. Discussion was requested.

- Is putting in 6,500 mailboxes required by the USPS? No but it addresses a long standing issue of need and desire requested by membership and alleviates the need to rent downtown. The task force would analyze this if directed by the Board.
- Does the Water Bottle refill station at each amenity need to go through the process? No, the Board could give authority to Robb Etnyre to go ahead with the water bottle refill stations at each amenity.
- Summer Trail Grooming is that not a maintenance issue? We have traditionally budgeted about \$5,000 to \$7,000 per year to do this maintenance between Downhill Ski and Cross Country to address the vegetation that grows on the downhill runs and the ski trails. What we are finding is that it needs to be majorly addressed. Particularly what we have seen from the impacts of the drought in the winter. We cannot rely on 6 feet of snow to cover up the manzanita on the downhill ski runs. If we can masticate that down and maintain it, then we will only need 2 feet of snow. This was not funded in the past and falls into the GPC process.

After the discussion, the GPC voted unanimously to recommend these 7 ideas to the Board. The Board will review these 7 ideas at the June Board meeting.

Onto the next topic, Michael Sullivan explained that the Amenity Master Plan was changed to Association Master Plan, and will act as a comprehensive guideline in making decisions for future projects. Bruce Barton then provided an update that the committee has met and interviewed two companies for this project. They have reviewed each of the proposals individually and as a group. They are planning to meet with one of the companies to define the details of the proposal and get the final not-to-exceed costs. They will then schedule another task force meeting and make a final recommendation at the June or July Board meeting.

The other task force is reviewing the Trout Creek pool side Restrooms, Spa and Sauna remodel. The justification is correcting the health hazards in this location. It has been approved by the GPC as a recommendation to the Board. The Board has not approved the budget, but has approved staff to proceed with finalizing design and getting preliminary estimates. The Replacement Reserve Fund has an established budget, but additional funds may also be necessary to complete the project scope in one phase. The next step is for Staff to proceed with obtaining preliminary pricing, for a late Fall 2016 project.

Michael Bledsoe agreed to be the Liaison for the Finance Committee on 6/9/16

**Question from the Board:**

**Can Staff help USPS to expedite mailbox repair and installation?** The USPS has long required that we buy the mailboxes and hardware, and the USPS installs them, while TDA maintains them. Ultimately, TDA Staff will ask USPS to purchase all new boxes to serve the existing 6,473 properties. The USPS agrees that this would be helpful, but is also concerned with boxes not being covered under a roof, and that snow and ice have contributed to delayed service and increased liability to their delivery staff. There is support to consolidating the four locations into two locations, with a covered roof, and accommodations for drive-through access.

**Why are restrooms in Euer valley not being recommended as a top priority project?** From the perspective of the review committee, there is a temporary solution in place using the portable restrooms from Snowplay during summer months in Euer Valley, which can continue for another couple of years.

**New Business**

None.

Projected next meeting – Monday July 11, 2016 at 3:00 p.m. at the Northwoods Clubhouse.

GPC adjourned at 4:45pm

Board adjourned at 4:45pm

Recorded & submitted by Lee Ann Gray

## **TDGF Operating and Grant Committee. Minutes**

**AGENDA- TDGF Committee Meeting –June 6, 2016 3-5 PM.**

**LOCATION: MEADOW ROOM – NORTHWOODS CLUBHOUSE**

**Attendees:** Dick Gander, Pam English, Lois Ermak, Katie Veni, Jennifer Jordon, Norm Nicholls, and by phone Merle Fajans and Suzanne Sullivan. Guest: Marilyn Disbrow and new member Jeanette Fagerskog.

1. New (& potential) Members – Jeanette Fagerskog – welcome Jeanette to the team!
2. Minutes -Additions and corrections? – None noted
3. Treasurers report + Statistics – Waltman contribution is in. Balance \$20841.17
4. Web site up to date? Jennifer – No Action
  - a. Update list of articles
5. TD News Articles - Dick
  - a. July – Scholarships – Lois and Suzanne to get pictures and a couple paragraphs on the students to Ashley/Gretchen
6. Scholarship Committee update – Lois/Suzanne – Suzanne reported an excellent experience in presenting to our student. Lois does hers on June 10.
7. Farm to Table Dinner – update and tasks
  - a. Ticket Count – in the low 60's everyone knows some people that have committed but have not purchased so we felt 90 was reachable and we should stay with 100 committed. Marilyn will commit to 100. Dick will contact Susie about potential of excess food to distribute somewhere.
  - b. Menu – Some issues came up with sourcing but TD Food and Beverage has it covered.
  - c. Publicity/Advertising – everyone agreed to push on getting those tickets sold. Jennifer will do another email blast. We will check on amenity signs.
  - d. Silent Auction – in good shape. Katie has some follow ups. Lois and Katie will take lead on organizing packages and creating bid sheets. Picture frames from last year are in the cabinet in Marketing. We need the credit card reader from TTCF.
  - e. Facilities – Marilyn described the room layout. Need to find a space for Susie to set up a table/display of Food Hub material – Dick will contact her. We need some stands for displays – Lois will check with Member Services.
  - f. Meeting schedule – Next Tuesday, 3 pm at the **ACAC** so we can take a look at the room. We need to be at the ACAC at 4 pm on the 18<sup>th</sup> for set up.
8. Trails & Ales Update – Norm has created a list of potential donors. He is contacting some. Will need some help after we have cleared the dinner.
9. TTCF Update – Dick reviewed some TTCF rules that we didn't follow for Trails and Ales and is working to set everything right.
10. Truckee Donner Land Trust Update – Dick – Not discussed.
11. Annual Meeting – several members, including Dick, Jennifer, Karolyn and perhaps Pam committed to helping great people at the Annual Meeting on June 26.
12. Next Meetings – moved July meeting to June 30 to avoid July 4 and to move Sept meeting to Sept 12 to avoid Labor Day. Meeting space has been requested.