



**Tahoe Donner Association**  
**FINANCE COMMITTEE MEETING**

**April 14, 2016 | 3:00 p.m.**

**Northwoods Clubhouse | Mezzanine Room**

**PURPOSE**

The purpose of the Finance Committee shall be to provide information, analysis and advice to the Board so as to better enable the Board to make sound business decisions. The issues addressed shall be primarily those of financial significance and will focus on recurring projects and special projects.

**Finance Committee Members Attendees:**

John Dundas  
Dave Hunter  
Steve Disbrow  
Michal Eyton-Lloyd  
Meg McShannic  
Tom Johns

**Association Members Present:**

Jeff Bonzon  
Hank Lewis  
Jim Stang  
Michael Sullivan

**A.** Call to Order – Quorum Established

**B.** Member Comment:

Hank Lewis reviewed financial conditions:

- Replacement Reserve Fund stands at 26% - Way ahead of goal
- Operating Fund Has a \$2M positive result
- Member Equity stands a \$2M – What do we do with it?
- 

John Dundas reviewed Resolution Items:

- Fraud
- Authorization
- Delinquent Accounts

- C.** Agenda and Minutes of March meeting approved.
- D.** March Preliminary Financials – Through March, Net Operating results \$1.5M ahead of budget.
- E.** Review of updated Capital Funds Projection – With \$500K Crabtree Canyon acquisition, Fund will be at \$32,479.
- F.** Report on Crabtree Canyon acquisition – Rob discussed the purchase of Crabtree Canyon (640 acres adjacent to the Associations existing 7,000 + acres) for \$500K to be financed through the Development Fund. This parcel was originally purchased by the Land Trust for \$2.4M. Parcel is limited to non-motorized summer and winter activities.
- G.** Committee Member Profile – Dave Hunter chronicled his career from Hershey’s Chocolate through Commercial Broker to Painting Contractor.
- H.** Items for May meeting – King (5 min)
  - a. Disbrow to chair
  - b. Incentive program
  - c. Annual Report
- I.** Adjournment

# **GPC MEETING**

## **TAHOE DONNER ASSOCIATION**

### **April 4, 2016**

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

**Attendees:**

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

Board: Steve Miller, President

Finance Committee Liaison: John Dundas

GPC Committee: Dwight Walker, GPC Chair  
Michael Sullivan, Vice-Chair  
John Stubbs  
Bruce Barton  
Nan Meek  
George Rohrback  
Michael Bledsoe  
Nichelle Lyons, Conference Call

Guests: Susan Terrell  
Liz Moore

**Meeting Notes:**

**Member Input**

None

**Quarterly GM update on Capital Project Requests – Robb Etnyre**

Using the updated Combined Ideas for Future Capital Improvements which is posted on the GPC Sharepoint website, Robb explained that the Senior Staff have reviewed and assigned a priority of 1-2-3, identified the source of idea and gave a short description.

- Assignment of a priority
  - 1) The next 1 to 2 years
  - 2) Within the next 5 years
  - 3) Beyond 5 years, in the future

- Chair of GPC, Board liaison and GM will meet in a couple of weeks and go through the updated list to discuss how the priorities have been assigned and how to move forward into the new capital spending process.
- Amenity Master Plans need to be in place before small projects can be prioritized. The GPC is beginning to tackle this with a Task Force. This will eliminate additional “busy work” to analyze staff and committees until this is in place.
- Robb recommended that the Trout Creek Poolside Locker Room and Spa Remodel, which is on the immediate horizon and has some committee, staff and contractual work in progress, should be the first to move through the new process. This will validate the process internally with staff, GPC Committee and task forces as well as externally with membership.
- Recommend a waiting period for all the projects and ideas until we can validate the process.
- John Stubbs volunteered as the project Task Chair for the Trout Creek Poolside Locker Room and Spa remodel. Liz Moore volunteered to be on the project task force.

### **Quarterly update of Capital Funds Projection (CFP) – Forrest Huisman**

Forrest went through the highlights of the CFP and detailed 2 changes since the last review which have increased the 2016 RR balance to \$532,479.

- The Northwoods Clubhouse Trash Enclosures were removed from the CFP in 2016, and placed on the Capital Project Request list – a reduction of \$156,000 for 2016
- Because TDPUD can only provide TDA with one commercial solar rebate, The Solar Improvements at the Beach Club Marina has been reduced from \$50,000 to \$15,000 for 2016.
- The CFP will be submitted to the Board at its next meeting and, if approved, posted on the TD website.

### **Quarterly review of Development Fund (DF) and Replacement Reserve Fund (RRF) activity and balances – Michael Salmon**

Michael Salmon gave a quarterly update of the 3 capital funds; Development Fund (DF), Reserve Replacement Fund (RRF) and New Machinery and Equipment Fund (NMEF). These details can be found in the monthly financial package posted on the TD website.

- DF – The last 3 months / End Balance 2015 \$192,000 – Jan 2016 Funded \$1.6 Million – Spent \$37,000 in January and \$19,000 in February, (*majority of spent dollars are for Alder Creek Adventure Center*) - Current end balance just over \$1.7 Million (*Snow guns were purchased in March and will be in the next quarterly update*)
- RR – The last 3 months / End Balance 2015 \$6.9 Million – Jan 2016 Funded \$3,524,000 (*26% Funded*) – Spent \$194,000 (\$45,000 for a new truck, \$13,000 IT, \$15,000 Website being rewritten) - Current balance \$10,168,332.
- NMEF – The last 3 months / End Balance 2015 \$67,000 – Jan 2016 Funded \$194,000 (this will come down to \$50,000 by the end of the year) – Current Balance \$241,618.

### **Quarterly review of amenity usage analytics – Miguel Sloane**

Miguel gave an update using a 3-year comparison of the Member-Guest-Public visits at amenities (available within Financial Statements on TD website)

- Trout Creek – Flat
- Snow Play – Impact of snow – Great operation labor to revenues – Public 50%
- Cross Country – Significant increase since 2013
- Ski Hill – Record Revenues – March 9,000 visits – 70% to 75% is public

#### **Update on Amenity Master Plan Task Force – Bruce Barton**

Bruce Barton reported that the Task Force got together to discuss; What is the amenity master plan? What should it be? What is included? It was determined that there is an initial question to be addressed before tackling individual amenity master plans:

- What is the overarching vision or mission statement we are trying to accomplish with Tahoe Donner Amenities? There will be a meeting on 4/5 at 3:00 for the Task Force to meet with Dudek, Land Management Plan Consultant, to review services they offer that may assist with this effort.

#### **Update on Member Communication Plan Task Force – Nan Meek**

Nan Meek reported that the committee is trying to disseminate a very concise and very easily understood message about the benefit of this process to the membership. The Task Force recommends using multiple communication channels to with members to have the biggest impact.. The goal is to be very transparent to the membership.

- Communicate to Members the new Capital Projects Program
  - 1) May 1<sup>st</sup> Launch date – Article in Tahoe Donner News infographic, simplified from the 6-page pdf. A sidebar about what the GPC is and how the member’s money is spent.
  - 2) Monthly E-Blast update
  - 3) Monthly Tahoe Donner News
  - 4) GPC flowchart on the Website
  - 5) Encourage members to attend meetings, GPC, Board, task force committees, etc.
  - 6) Encourage members to volunteer as members of the GPC and task forces
  - 7) Produce a video that will be embedded into the website or an E-Blast

#### **New Business**

Robb Etnyre introduced his new Executive Assistant Megan Rodman

Projected next meeting – Monday May 2, 2016 at 3:00 p.m. at the Northwoods Clubhouse.

Adjourned at 3:50 p.m.

Recorded & submitted by Lee Ann Gray



# Equestrian Campus - Tahoe Donner Association

## Equestrian Steering Committee (ESC)

### Meeting #15

Location: NWCH Mezzanine  
Date: Wednesday 4/4/2016  
Time: 2:00pm – 3:00pm

#### **Attendees:**

Tahoe Donner Association: Forrest Huisman  
Miguel Sloane  
Brian Yohn  
Krystal-Rae Mecham  
Lee Gray  
Megan Rodman  
TDA Board: N/A  
General Plan Committee: John Stubbs  
Equestrian Sub Group: Nan Meek  
Susan Terrell  
Guests: N/A

#### **Meeting Notes:**

**Objective:** Update the steering committee on the status of bids from 2 contractors on the Equestrian Center Relocation, Phase 2

Forrest briefed the committee members that he was turning the meeting over to Brian Yohn due to the conflict of meeting times.

Brian updated the committee of a scope change. The proposed 7 power and water pedestals have been updated to add 1 additional pedestal, power only. The primary use will be to service snow cats and block heaters during winter operations but can be used for Equestrian operations.

Based on the updated scope, we took it back out to the contractors for a third estimate. We have selected the low bidder and anticipate award this Wednesday at a special board meeting. After award we will start the planning process. Weather permitting, we are planning to get onsite with the civil engineer the 3<sup>rd</sup> to 4<sup>th</sup> week of April to do some construction staking and site layout. The target start date of May 1 has been confirmed by the contractor as to availability of themselves and their subcontractors. The construction schedule is six weeks with completion by June 15<sup>th</sup>. There have been liquidated damages written in the contract. In the case they go beyond June 15<sup>th</sup> they must provide written explanation to determine if the liquidated damages be waived and the schedule extended; Weather, unforeseen circumstances, Tahoe Donner delays if they occur. The contractor has also been incentivized with a bonus package for early completion. The bid is within the budget plus the additional pedestal.

The 2 contractors are R and D Professionals and Mt Lincoln. The contractor recommended is R and D Professionals. The scope of work is the paddock excavations, grubbing, removal of tree stumps, utility trenching with the 8 pedestals and the contractor's general conditions.

Cross Country operations are scheduled to finish on the 17<sup>th</sup> of April. This is a very short window for melting and drying opportunity for the soil. Prior to mobilization early decision making steps will be taken by an investigative discovery. We are going to go out with us in house staff at the end of April and using an auger bit, do some core drilling in some specific sites. Our primary concern being the water table. If we find that when we started pulling

trees out it then creates small pools, the schedule will be delayed. We will drill at each pedestal location and try and determine if all or any are available to start excavation.

Nan Meek would like to plan a day with staff and a couple of large horse trailers to determine how to organize trailer parking. Concerns are site, capacity and ability of driver. The South end of the parking lot has been the location in the past and is the best option however due to the paving this has been reduced in width. Miguel and Krystal Rae will go there and take a look. Staff communications will assist with parking and assigning trailer parking.

Nan Meek brought up safety and inquired about fencing and activities on the deck and the separation of equestrian and other activities on the patio. Miguel said the current direction is not to do anything because we do not want two sets of fences off the patio. John Stubbs recommended that Forrest should receive a recommendation from the Equestrian Steering Committee and make a recommendation to the Board. By a consensus the committee recommended to add some type of barrier to the deck and the horse route to the arena. The steering committee recommends that a letter be drafted to the Board voicing the safety concerns.

## Questions and Comments:

Is there water at the Arena? **No, until the pedestals are installed and charged, operations will continue to use hoses, like performed during summer of 2015.**

When does the herd come up? **After Memorial day, end of May to the first week of June.**

What would happen with the herd until the construction process was complete. **They can stay where they are until they can be brought up.**

The Contractor who cut down the trees, part of that was not to return and take them out? **No it was not. They were left high so they could be removed easily in the next phase.**

The Round Pen and the Arena de-rocking are not part of this phase? **Neither of these items are included in the Contractor Agreement. The 60' round pen will be installed after grading is complete, installed by TDA Staff. Arena Footing will be improved by qualified consultant, final pricing estimate is forthcoming now that snow has melted and conditions can be confirmed.**

How long does it take to get the Round Pen materials? Does Forrest have the providers? **Round pen will be ordered soon, lead time may be 4 to 6 weeks**

Will there be signage for trailer parking only at the location? **Yes**

How many border stalls will there be? **20 prior to construction. The maximum will be 32.**

Is the ephemeral stream flowing? **Yes**

## Future:

Considerations are being made for the **ESC Meeting #16 on May 2nd , at 2:00pm at Northwoods Club House Mezzanine.** Please notify Forrest Huisman if you have specific schedule conflict.



**MEETING MINUTES- TDGF Committee Meeting – April 4, 2016 3-5 PM.**

**Present: Jennifer Jordan, Pamela English, Suzanne Sullivan, Dick Gander, Norm Nicholls, Katie Veni, Lois Ermak, Brinn Talbot and guest Susie Sutphin, CEO Tahoe Food Hub**

**LOCATION: MEADOW ROOM – NORTHWOODS CLUBHOUSE**

1. New (& potential) Members – Kate Veni joined the committee
2. Minutes -Additions and corrections? – none noted.
3. Treasurers report + Statistics –**Dick – no new contributions since last month**
4. Web site up to date? **Jennifer**
  - a. Update list of articles – all articles are up to date.
5. TD News Articles - **Dick**
  - a. April – Thank you to donors – complete
  - b. May – Truckee Community Theater – in process, delivered to TD Marketing
  - c. June – Boys and Girls Club – tie in to Trails and Ales
  - d. July – recap of Farm to Table dinner & Scholarships
6. Scholarship Committee update – **Lois/Suzanne**

Applications are coming in. The committee is meeting on April 19 to make selections. The committee will prepare a short description of the recommended grants for review and approval at the April 22 Board Meeting.
7. Farm to Table Dinner – update and tasks
  - a. Update/Discussion
    - i. Menu, cost, ticket price, number of guests, format
    - ii. Hiking Club involvement

Discussion: The hike and Land Trust tie in is good as long as the focus stays with the Food Hub and the ‘farm to table’ concept. “Back to the Land Dinner, a Farm to Table experience presented by the TD Giving Fund” was discussed as a theme. This will be worked and refined.

Consensus was that time is of the essence. The sub committees need to be ready to go by our May 2<sup>nd</sup> meeting with full launch of marketing by May 5. Some preliminary tasks need to be completed sooner:

- Refining menu and ordering chickens (grown to order) this week, (Suzanne, Marilyn and Susie meeting with TD Food and Bev on Wednesday).
- creating ticket purchase ASAP, (Suzanne will work with Kyle at TD)
- reach out to Moonshine Ink to determine their production cycle ASAP (Brinn will find out their production cycle)
- perhaps a ‘save the date notice’ by mid-April. (Katie, Jennifer will meet to brainstorm the theme/content, etc.)
- Marilyn & Suzanne committed to having the menu and cost set by April 30.

We need to understand a full budget by the May 2<sup>nd</sup> meeting. (Suzanne and Lois will meeting to capture all of the costs).

We agreed to begin weekly meetings in May to ensure everything is progressing. Up until then, the teams will email status to Dick who will summarize to all.

Susie offered her graphic designer to help create the art for posters/cards. She can also source flowers for center pieces. We may want to invite up to 4 farm representatives to the dinner to mingle and answer questions, etc.

Assignments:

- b. Online Ticket Sales Coordinator - Suzanne
- c. Menu Coordinator – Marilyn Disbrow
- d. Facilities Coordinator – Suzanne
- e. Publicity Coordinator/Copy/Design – Katie and Jennifer
- f. Silent Auction Coordinator – Lois
- g. Silent Auction Solicitors – Lois, Jenifer, Pam, Katie

**Next Meeting May 2, 3-5 PM, Meadow Room Northwoods Clubhouse Dick will chair**