

**BOARD APPROVED**

**MINUTES  
TAHOE DONNER ASSOCIATION  
BOARD OF DIRECTORS REGULAR MEETING  
January 25, 2014  
9:00 a.m.**

**ACTION ON  
VERIFIED**

*Feb 22 2014  
Bonnie Watkins*

**E.A. - TDA ASSOC.**

A regularly scheduled meeting of the Board of Directors of Tahoe Donner Association was held at Northwoods Clubhouse 11509 Northwoods Blvd., Truckee, California on Saturday, January 25, 2014. President Tom Johns called the meeting to order at 9:00 a.m. The following Directors were in attendance, thus constituting a quorum of the authorized number of Directors of the Association:

**Directors present:** President Tom Johns  
Jim Stang, Vice President  
Steve Miller, Treasurer  
Secretary, Dick Gander

**Directors absent:** Courtney Murrell, Director (Joined the meeting briefly via teleconference at 9:00 a.m.)

**Staff present:** Robb Etnyre, General Manager  
Mike Salmon, Director of Finance and Accounting  
Annie Rosenfeld, Director of Facilities & Risk Management  
Miguel Sloane, Director of Operations  
Forrest Huisman, Director of Capital Projects  
Brinn Talbot, Director of Marketing  
Bonnie Watkins, Recording Secretary & Executive Assistant

**A. ACTION: APPROVAL OF MINUTES**

The Board received the preliminary minutes of the November 23, 2013 regular meeting minutes and the January 16, 2014 special meeting minutes for consideration.

Director Stang made a motion and Director Gander seconded to approve November 23, 2013 regular meeting minutes as presented. Motion passed 4-0-1 (Director Miller Abstained.)

Director Miller made a motion and Director Stang seconded to approve January 16, 2013 special meeting minutes as presented. Motion passed 5-0

## **B. COMMITTEE MANAGEMENT**

**Architectural Standards** – The Board was provided with the committee’s December 4, 2013 meeting minutes for review.

**Covenants** – The Board was provided with the committee’s December 2013 and end of year inspection statistics for review.

**Finance** – The Board was provided with the committee’s November 14, 2013 and January 9, 2014 meeting minutes for review. Chair Jeff Bonzon reported the following:

**General Plan (GPC)** – The Board was provided with a copy of the committee’s December 3, 2013 and January 6, 2014 meeting minutes for review.

**Election** – Election Committee member John Dundas reported that the committee will be meeting on Monday, January 27<sup>th</sup> to review the 2014 Annual Written Director Election Procedures. He noted that this item will be on the February 22, 2014 Board meeting agenda.

## **C. ACTION: COMMITTEE TASKS FOR 2013**

The Board was provided with proposed committee tasks for 2014 from the General Plan, Finance, Architectural Standards and Covenants committees for consideration.

Following discussion, Director Stang made a motion and Director Miller seconded to approve the proposed 2014 tasks for the GPC, Finance, Architectural Standards and Covenants Committees as presented. Motion passed 4-0 (Director Murrell Absent)

## **D. ACTION: CONSENT CALENDAR**

The Board was provided with the following items for consideration:

- General Plan Committee Resignation (Gartner)
- General Plan Committee Appointment (Bledsoe)
- Finance Committee Resignation (Render)
- Finance Committee Appointment (Disbrow)
- Finance Committee Alternate Appointment (McShannic)
- Finance Committee Alternate Appointment (Krewedl)
- Group Golf Rates
- Cross Country Steering Committee Appointment (Bledsoe)

Director Gander made a motion and Director Stang seconded to approve the General Plan Committee Consent Calendar as presented. Motion passed 4-0 (Director Murrell Absent)

## **E. BOARD POLICY RESOLUTION REVIEW**

Per Board Policy Resolution 2013-6, all policy resolutions and statements must be reviewed no later than the fifth anniversary of their original adoption to ensure that all policies are still relevant and continue to serve the Association in a constructive manner.

The Board was provided with Policy Statement "Board of Directors' Amenity Usage" and Policy Resolution 2005-5 – Audio Recording of Board Meetings for consideration.

Following discussion, Director Stang made a motion and Director Gander seconded to approve maintaining, as originally adopted, Policy Statement "Board of Directors Amenity Usage" and Policy Resolution 2005-5 – Audio Recording of Board Meetings. Motion passed 4-0 (Director Murrell Absent)

## **F. DIRECTOR OF FINANCE AND ACCOUNTING REPORT**

Director of Finance and Accounting, Mike Salmon, provided the Board with a presentation on the Association's unaudited preliminary November and December 2013 financial reports, a complete set of each are attached to these minutes as Exhibit "A".

Following discussion, Director Stang made a motion and Director Miller seconded to approve the unaudited preliminary November and December 2014 financial reports as presented. Motion passed 4-0 (Director Murrell Absent)

**Break**  
**9:50 a.m.**

The regular meeting reconvened at 10:10 a.m.

## **G. POTENTIAL TRUCKEE SALES TAX**

Director Johns explained that the Truckee Town Council is considering putting a 1/4-cent sales tax measure dedicated to trails on the June 3, 2014 primary election ballot. He then requested that Truckee Trails Foundation Board member Paco Lindsay provide the Board and members present with an overview of the proposed tax measure. Highlights of Mr. Lindsay's presentation follow:

- This is a ¼-cent sales tax that equates to 25 cents for every \$100 spent or \$250 for every \$100,000 spent.
- Taxable items include retail sales of tangible property, prepared foods, liquor, et cetera; services would not be taxable.
- Trails are a vital component of our community and our lifestyle here in Truckee.

- Truckee Trails Foundation has been working hard to help build out the trails of the Trails & Bikeways Master Plan over the past 10 years. With over 100 miles of trails and bikeways remaining to be built, it's time we had a regular funding stream that can help us reach our goals even faster.
- The funds generated from this revenue source will be used exclusively for the planning, construction, operation, and maintenance of trails and for no other purpose.
- The Town Council will provide for a citizen's oversight committee that will have the responsibility of auditing the trail maintenance and projects funded by this measure to ensure that the use of the funds is in accordance with the approved ballot measure.
- Private properties, such as Glenshire and Tahoe Donner are not included in the Trails Master Plan and would not be recipients of these funds. However, these funds would be used for a connector trail off Trout Creek Trail (Tahoe Donner) to Alder Creek Middle School and a paved trail from Glenshire bridge up through Airport Flats and onto the paved trail at the edge of Gray's Crossing.
- Based on the results of recent polling by TBWB Strategies consulting firm, Truckee residents are supportive of the sales tax.
- The Truckee Trails Foundation is strongly in favor of this measure and has been reaching out to its members, local businesses, and other stakeholders to assess support and seek volunteers who are willing to help with a campaign.
- The tax would raise approximately \$1,000,000 per year for new trails and bikeways and for necessary trails/bikeway maintenance. High on the list of priority trails would likely be the completion of the Truckee River Legacy Trail to Donner Lake.
- Truckee's current sales tax is 8.125% and the average sales tax in California is 8.38%.

Following Mr. Lindsay's overview of the sales tax initiative, he fielded a variety of questions from the Board and members present.

General Manager Robb Etnyre pointed out that the Town Council will be considering whether or not to adopt a resolution to place this measure on the June 3, 2014 primary election ballot.

#### **H. PRESENTATION: NEW CROSS COUNTRY CENTER**

The Board was provided with a PowerPoint presentation by General Manager Robb Etnyre on the proposed new Cross Country Ski Center that will replace the existing, under capacity, and outdated building. A copy of Mr. Etnyre's presentation is attached to these minutes as Exhibit "B". To follow are highlights of the presentation:

- The Cross Country Center serves the Truckee Tahoe Cross Country ski community, Tahoe Donner members, regional visitors, and the Nordic Ski industry as a whole.
- It supports training for local junior teams and programs as well as elite development teams and individuals.
- There are approximately 26,000 annual visitors to the center. Usage statistics: Public 42%, Member 48%, and Guest 10%.
- The current facility has outgrown the demand for our customer's needs, and operates above capacity during peak periods.
- **Improvements:**
  - The new facility will be developed on the same area as the existing building and will include improved parking capacity.
  - Increased level of service with sufficient room for programs during summer and winter operations.
  - Better usage for school teams, young children and educational programs.
  - More energy-efficient and environmentally friendly infrastructure.
  - Expanded rental facility, new locker room, improved parking, and improved food and beverage service.
- **Project Status:**
  - This project was identified in the 2030 General Plan as a priority project, and has been in the planning stages for the last two years. Feedback was solicited through numerous Town Hall meetings, Steering Committee input, and sub group meetings. Member feedback was incorporated into the design process.
  - Currently authorized by the Board of Directors for funding and construction starting summer of 2014.
  - There will be a Planning Commission Hearing March 4, 2014 to review the project package.
  - We hope to begin construction at the beginning of May, with completion by the end of the year.
- **Environmental and Fiscal Impact:**
  - There will be no infringement on sensitive wetland zones.
  - The new building will be the same area as the existing building.
  - There is no need for a special assessment to pay for the building.
  - Moving forward, there will be continued adherence to environmental rules and regulations from regulatory agencies.
- **Support for Cross Country Ski Center:**
  - Write a letter to the Planning Commissioner, Town Staff, and Town Council.
  - Bring friends and family members in support of the facility to the Planning Commission meeting.

## **I. PRESENTATION: TDA MARKETING PLAN**

The Board was provided with a PowerPoint presentation by Director of Marketing Brinn Talbot on the Association's new Marketing Plan. A copy of the Ms. Talbot's presentation is attached to these minutes as Exhibit "C".

### **GENERAL MANAGER'S REPORT**

General Manager Robb Etnyre reported the following:

- During December, although we had snow, it was not a significant amount to keep the entire Downhill Ski Area open. However, Staff made the most out of the limited snow conditions and by their tremendous snow movement efforts we were able to open our Learning Center and keep the Cross Country Center open.
- Snowplay had positive December financial results by being open for some sledding and the grass play.
- Expected January 2014 losses due to no snow are expected to be \$300,000-350,000 below budget.
- With current winter operating conditions and significantly reduced visitation (post-holiday), significant efforts are being made to reduce cost and address staffing levels. Company-wide expense saving modifications have been implemented including encouraging PTO, reduced spending authorization levels, and limited operating hours for non-essential operations. Savings beyond this due to further Revenue loss from no snow will require more aggressive expense savings discussions with the Board in order to meet our budget targets while minimizing customer impact.
- Year End 38 new homes were on the rise for 2013. The home inspection program addressed 573 homes in 2013.
- Covenants Violations in 2013 had 46% fewer violations than 2012, amounting to only 79 for the year. Additionally, over the Holidays several complaints were received from the Alder Creek Corridor with regard to excessive noise from gunfire emanating from the Carpenter Valley area. This issue has been referred to the Covenants Committee and Staff has contacted the United States Forest Service, and Town of Truckee Police Department.
- The Marketing Department has implemented a Community Supported Agriculture (CSA) Box program has 15 participants, and we are now in our second week.
- Banquet sales are strong for 2014 with every Saturday this summer expected to be booked by the end of February 2014.
- Turn lane Study & Speed Signs: Both have undergone initial studies with additional details and studies likely between now and summers 2014. Tahoe Donner is also providing additional user metrics to help paint a better picture of vehicle traffic for potential turn lanes at both NWCH and Trout Creek Fitness Center.

- An Aquatic Invasive Species Ordinance was approved by the Town Council and will go into effect this summer 2014. Tahoe Donner will ensure that members launching motorized vessels at the Beach Club Marina boat ramp have proper documentation to comply with this program.

### **EXECUTIVE SESSION AND LUNCH**

The Board convened to Executive Session at 11:30 a.m.

The Board reconvened to an Appeal Hearing at 1:00 p.m.

The Board reconvened to open session at 1:15 p.m.

### **EXECUTIVE SESSION REPORT:**

Director Gander reported that the Board met in Executive Session today and discussed legal and personnel matters.

### **FUTURE BOARD MEETING AGENDA ITEMS**

The Board placed the following items on the February 23, 2013 regular Board meeting agenda:

- Financial Planning Policy
- February Board Meeting Date Change
- Golf Course Rates

### **ADJOURNMENT**

By consensus, the Board adjourned the meeting at 1:30 p.m.

Submitted by:

  
Bonnie Watkins, Recording Secretary

### **SECRETARY'S CERTIFICATE**

I, Dick Gander, Secretary of Tahoe Donner Association, do hereby certify that the foregoing is a true and correct copy of the minutes of the Tahoe Donner Association Board of Directors regular meeting held on January 25, 2014, as approved by the Board members in attendance and constituting a quorum at a duly convened subsequent meeting of the Board.

  
Dick Gander, Secretary