

ACTION ON Aug. 24, 2013
VERIFIED Bonnie Watkins

MINUTES
TAHOE DONNER ASSOCIATION
BOARD OF DIRECTORS REGULAR MEETING
July 27, 2013
9:00 a.m.
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, July 27, 2013. 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
- Treasurer, Steve Miller, Secretary
- Secretary, Dick Gander
- Director, Courtney Murrell

Staff present:

- Robb Etnyre, General Manager
- Mike Salmon, Director of Finance & Accounting
- Annie Rosenfeld, Director of Facilities & Risk Management
- Miah Cottrell, Computer Network Manager
- Bonnie Watkins, Recording Secretary & Executive Assistant

A. ACTION: APPROVAL OF MINUTES

The Board received the preliminary meeting minutes of the following for consideration:

- June 21, 2013 Special Meeting Minutes

Director Gander made a motion and Director Stang seconded to approve the June 21, 2013 Special Meeting Minutes as presented. Motion passed 4-1-1 (Director Miller Abstained)

PRESENTATION: DONNER STATE PARK MEMORIAL MUSEUM:

Jerry Blackwell of the Sierra State Park Foundation (SSPF) provided a presentation on the new Donner State Park Memorial Museum. Highlights of the presentation follow:

Mr. Blackwell stated that he is a 20-year resident of Tahoe Donner and is a Board member of the Sierra State Parks Foundation.

The Donner Museum Advisory Group, a committee of the Sierra State Park Foundation, is assisting in raising funds for the operation of the new Museum at Donner Memorial State Park and arranged for today's presentation. He provided background on the history of the SSPF stating that it was founded in 1974 for the purpose of educating, interpreting, restoring and preserving our Tahoe/Truckee area State Parks.

Mr. Blackwell explained that the museum structure is now complete and work has been started on the interpretive displays that will be housed in the museum. Currently, the California State Parks program is in the process of getting exhibits together to display and teach using the artifacts that the settlers left behind. The museum will feature information on both the Donner Party and local Native American history. This museum will replace the Emigrant Trail Museum, which will remain open until it is replaced by the newer building.

Though the museum was initially set to open this fall, the construction team encountered weather-related challenges and design problems that caused the opening to be pushed back. A Grand Opening is now set for early 2015.

At this time, Blackwell continued, the California State Parks has not identified funds to provide staffing for this new facility. The Donner Museum Advisory Group is working to assist the SSPF in achieving the fundraising goal of supporting a Museum Coordinator position for the new world-class facility. To help us accomplish our goals we are having a special event at the new building called the "Empty Museum Party", with a "Pioneers" theme that will be held early next year. Mr. Blackwell indicated that the SSPF is looking for sponsors for the event and they would very much like Tahoe Donner to be a part of the project. He pointed out that the advantage of being a sponsor, besides being a part of this exciting new addition to the Truckee area, is that the Tahoe Donner name will appear in their advertisements, which will be by posters, television, local magazines, newspapers, banners at Safeway and Downtown, Chamber Newsletter, et cetera. Mr. Blackwell stated that the SSPF is hoping that Tahoe Donner will consider becoming a "Presenting Sponsor" for \$2,000 or a "Donner Sponsor" for \$1,000.00.

Following the presentation, Mr. Blackwell fielded questions from the Board and property owners present.

The Board discussed the possibility of a cash donation as well as in kind donations such as advertisements and articles in the Tahoe Donner News regarding various fundraising events for the museum. Following discussion, the Board indicated that they would offer advertising in Various Tahoe Donner media venues and would consider a cash donation to the museum as a line item in the upcoming 2014 Budget process.

B. COMMITTEE MANAGEMENT

Architectural Standards – The Board was provided with the June 19, 2013 minutes for review.

Covenants – The Board was provided with the committee’s June violations report for review.

Election – No report.

Finance – The Board was provided with a copy of the committee’s July 11, 2013 report for review.

General Plan (GPC) – The Board was provided with a copy of the committee’s July 8, 2013 report for review. Co-Chair John Stubbs provided the following highlights from the report:

- The Trout Creek Sub-Group is developing a recommendation for the expansion of the current building for up to 4,000 additional square feet. Projections are that the expansion would require a minimum of 12 more parking spaces above the approximately 200 now available.
- The Downhill Ski Area Sub- Group is developing prioritized capital project requirements, determining utilization levels, defining projects, expense estimates, and timing based on funding available. The Sub- Group’s recommendations will have minimal impact on the Development Fund for the next four to five years and a complete set of recommendations will be ready in the next few months.
- The Equestrian Sub- Group reported that they received revenue and expense data for the past several years of the Equestrian operation and they are currently waiting for verification from the Army Corp of Engineers regarding wetland designations within the Preliminary Wetland Delineation Study submitted by Kelly Biological Consulting. A major objective is to look at possible locations for future Equestrian structures that will be necessary as the Nordic Center structure and associated parking areas are completed
- Town of Truckee Town Manager, Tony Lashbrook and Community Development Director, John McLaughlin provided a very thorough presentation on how planning works in Truckee, describing how Truckee operates as a Town Council/Town Manager government structure. Mr. Lashbrook expressed appreciation in working with Forrest Huisman, Tahoe Donner Director of Capital Projects, on Tahoe Donner projects falling under Truckee general Plan jurisdiction, making sure that requirements are in place before presentation to the Planning Commission.

C. ACTION: CONSENT CALENDAR

The Board was provided with the following items for consideration:

- Tahoe Donner Hiking Club Bylaws
- GPC Regular Appointment (Ferguson)
- Corporate Resolution 2013-5 Grant Funds

Following discussion, Director Miller made a motion and Director Gander seconded to approve the Consent Calendar as presented. Motion passed 5-0

D. DISCUSSION: COVENANTS RULES (FIRE SAFETY)

Director Johns expressed concern over the very dry conditions we are experiencing this summer that has put us in a high fire danger warning. He noted that there have already been numerous fires in the area this summer, including a couple of incidents in Tahoe Donner where fires have gotten out of control. He noted that recently an owner burning yard debris in a fire pit caught an adjacent tree on fire. He stated that this increased danger of fire prompted him to bring this topic to the Board for discussion on whether the Board should adopt a more restrictive “Fire Safety” rule, at least for the summer.

It was pointed out by a member that only commercially manufactured fire pits equipped with screening or spark arrestors to prevent the escape of sparks and coals are allowed on private property. Additionally, it was noted that during certain times of the year, residential landscape debris burning of dead vegetation is allowed by the Town of Truckee for which a permit must be obtained.

Discussion took place regarding banning the use of fire burning devices during this summer’s high fire danger period. General Manager, Robb Etnyre responded that any proposed changes to the rules would have to be published to the membership for a 45-day comment period.

Discussion took place regarding enforcement of the Association’s rules regarding the prohibition of open campfires. It was noted that property owners incur substantial fines for violations of the fire safety rule that could be up to \$5,000 per incident. General Manager Robb Etnyre explained that the Association has a specific process through the Covenants Committee for rule violations, with the board delegating certain authority to the committee to impose fines, as well as implementing alternative corrective actions at the expense of the owner. In the case of renters, Mr. Etnyre indicated that it is the owner that will be fined.

The Board further discussed communicating with the Town of Truckee and Cal Fire on reporting and enforcing fire violations. A question was posed as to whether fire violations should be reported to Cal Fire or Truckee Fire Protection.

Director of Facilities and Risk Manager, Annie Rosenfeld, stated that we deal with both agencies. She explained that, upon fire recognition from a lay person, they should call 911 and Truckee Fire and Truckee Police will respond. If there is a structure or wild land fire, the Truckee Fire and Police will call in Cal Fire; they have several engines and aircraft staged here in Truckee for rapid response. Ms. Rosenfeld pointed out that Tahoe Donner does not allow yard waste to be burned in fire pits.

It was her suggestions that we improve our communication on-line and in print with regards to fire prevention. A member commented that it might be a good idea to place a red banner alert regarding the high danger of fire on the Tahoe Donner Web site.

Following further discussion, with Board members weighing in on their opinions, the Board directed Staff to begin an advertising campaign to alert the membership on the danger of fires this summer and to engage with the Town of Truckee and fire agencies on enforcement and prevention programs that we could participate in.

DISCUSSION: EQUESTRIAN TRAILS

Director Miller facilitated a discussion with the members present regarding the multiuse aspect of the Tahoe Donner trail system.

Director Miller stated the Board had received a letter expressing concern regarding cut backs on certain aspects of the Equestrian Center. He noted that he feels it is important to point out that, on a per use basis, Equestrian is the Association's most subsidized operation. For every individual use of the Equestrian, Tahoe Donner funds that use to the tune of \$50.00. So, for every trail ride sold for \$25.00, it costs Tahoe Donner \$75.00 to produce that ride. One of the tasks that the Board has provided to staff is to look at a ways of making this operation more efficient.

Discussion then turned to the new trail into the Euer Valley designated for equestrian use, with the Board receiving several positive comments regarding the quality of the trail.

Director Johns pointed out that all Tahoe Donner Trails are open to hikers, bikers and equestrian riders; however, due to certain trail characteristics, such as trail design, slope, or line of sight distances, some trails are designated as preferable to either hikers and bikers, or equestrians. He stated that Equestrian trails have a more demanding set of requirements, and he inquired if the Equestrian Center group rides specifically use the equestrian preferred trails. General Manager Robb Etnyre responded that the Equestrian Center uses approximately four to six of the equestrian trails on the trail system for group trail rides.

A discussion ensued regarding the pros and cons of designating specific trails for the various user groups. Director Miller pointed out that the Board is tasked with the responsibility looking after the interest of all members and there is no plan to restrict any member from our multi use trail system. However, he continued, the fact remains that trail bed requirements are different for hikers and bikers than for equestrian usage.

Further discussion took place regarding differing user groups coming into contact on trails because of lack of clarity about which trails would be best suited for their particular style of recreation.

Director Miller introduced new Trails Manager Sean Connelly who joined the team in June. To follow are highlights of Mr. Connelly's comments regarding the current condition and future plans for the Tahoe Donner trails system:

- Many of Tahoe Donner's trails were created years ago with little consideration for erosion, safety or ecologically sensitive area. Therefore, many trails will have to undergo trail realignments allowing for more gentle gradients and larger sweeping turns compared to steeper more direct routes with sharp switchback turns that are common place with older trails.
- There are also many unofficial, user created trails throughout Tahoe Donner that are either redundant or not up to standard that will need to be closed to improve safety and reduce erosion problems. These improvements and changes will likely be gradual and will require further cooperation and understanding between management and trail users.
- While more regular trail users may be familiar with the area, new members or guests often do not have a clear idea about where they are within the trail system, which can lead to confusion and frustration. Thus, education and information are vital. The current map not only shows the trails, but also offers suggested routes or loops while showing which trail sections are preferable to which user groups. It also offers tips on trails etiquette and safety. Larger maps and further information will also be posted at various trailhead kiosks. The new maps will work in accordance with color coded trail signs that will highlight the suggested routes and loops.
- In an effort to standardize and improve Tahoe Donner's signage system, an inventory of all signs for both summer and winter programs is underway. This will help us to create signs and information kiosks to help users better understand the trail system and in turn offer a more enjoyable experience for Tahoe Donner members and guests.

In closing the discussion on this topic, Director Miller suggested that an item for future discussion should be for providing a picnic grove at the bottom of the equestrian trail into the Euer Valley.

Break
10:20 a.m.

The regular meeting reconvened at 10:30 a.m.

E. DISCUSSION BUDGET TIMELINE

Director of Finance and Accounting Mike Salmon provided the Board with a time line for the 2014 Budget process for review. A copy of this timeline is attached to these minutes as Exhibit "A".

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 June 2013 financial reports, a complete set of which are attached to these minutes as Exhibit "B".

Following discussion, Director Stang made a motion and Director Murrell seconded to approve the unaudited preliminary June 2013 financial reports as presented. Motion passed 5-0 (Director Miller Absent)

Mr. Salmon stated that the Association's "Nevada County Business Property Tax Audit" will take place September 25th for tax years 1/1/2010, 2011, 2012, and 2013. This is the standard, every four year audit of our property taxable business property.

GENERAL MANAGERS REPORT

General Manager Robb Etnyre reported the following:

- **Capital Projects:**
 - **Cross Country Ski Center Facility**
On June 18th, the initial application for this project was filed with the Town of Truckee. The Steering Committee continues to meet with consultants and architect to refine the plans for this facility. Further refinement of the equestrian barn options also continues with the GPC, Equestrian Sub-group, and Staff. Tentative Equestrian plans should be ready for Board review by mid-August.
 - **Beach Club Marina**
Following Board review of this lawn improvement project, minor modifications were made and updated plans have been resubmitted to the Town for review. A new hearing date to consider the project has been set for August 20, 2013.
- **Facilities**
 - **Forestry**
Forestry is working on a fuel reduction grant that is getting ready to kick off next month along the Bucknam/Sinclair tract ridgeline. Directly adjacent homeowners will be notified as contract awards and timelines are finalized.
 - **Defensible Space Program**

This program continues as in past years, with 800 properties being inspected thus far in 2013. To date 268 properties have completed the required work and passed final inspection. This pace is tracking well with past expectations, with many busy weeks ahead. The chipping program has addressed 199 piles of material with chipping tags and 403 piles without tags, resulting in 187.5 tons of material being stored at the Forestry property and at the Downhill Ski Area parking lot. The majority of this material will be off- hauled, but some will be retained for our common area and facility operational needs.

- **Watershed Improvements**

Watershed improvements in Negro Canyon and Donner Lake Rim Trail Realignment are planned with the Watershed Council, Land Tract, and USFS. This project will also positively impact the Tahoe Donner 40 acre stand-alone parcel west of our current contiguous property boundary. The project proposes a rehabilitation of wetland areas along with rerouting a portion of the Donner Lake Rim Trail.

- **Trail Volunteers**

The Trails Volunteer work day saw 13 members join TDA Staff in both trail work and weed walk. The National Trail Day event was led by the Friends of the Tahoe Donner Trails Club and saw approximately 40 volunteers participate in a Bucknam Tract guided hike. The Alder Creek Meadow cleanup took place with 11 participants that removed two trailers full of concrete.

- **Bear Activity**

- Tahoe Donner has seen an increase in bear activity of one, if not two, bears in the upper Tahoe Donner community at Hillside-Viking-Skislope. Bears have broken into homes. The Truckee Police Department has been involved in at least two bear intrusions resulting in rubber bullet use. Tahoe Donner has called and notified the local Fish and Game officer of bear activity and connected them with Truckee Police Department to improve the situation.

- **Marketing**

- Marketing continues to focus on the immediate task of marketing our summer amenities and activities to the membership and public as appropriate for each activity, special event, or facility. The scope and level of advertising, public relations coverage, and general event coverage has increased dramatically. Weekly News emails continue to see strong open rates averaging approximately 38%, with member News emails seeing a slightly higher open rate of 41%. The TahoeDonner.com page views are up 13% for the year.

- **Operations**
 - **The Lodge**
A strong deck opening party took place on June 14th generating \$9,800 in revenue, which was \$3,700 ahead of the 2012 deck opening. July flash report indicates The Lodge covers are up 31%, revenue up 37%, and banquets up 80% to budget.
 - **Pizza on the Hill**
July flash report indicates strong volume with on-budget performance. July peak periods at this operation has seen long wait times consistent with The Lodge and other F&B outlets.
 - **Trout Creek Recreation**
Some early season changes have this operation slightly behind budget, but overall volume year-to-date is 3% ahead of budget and 6% ahead of the same period last year.
 - **Waterpalooza**
This two day event doubled NOR from the previous year from \$4,900 to \$8,000.
 - **Marco Polo Grill**
The Fourth of July 10 day period sales for this operation have increased year after year; 21% over 2012 and 29% over 2011.
- **Golf Operations**
 - July flash report indicates revenue is (3%) off budget and rounds are (7%) off budget pace. Golf Maintenance expenses were slightly over budget by 5%.
- **Equestrian Center**
 - June NOR for this operation was (\$1,000) or 2% off budget, camp revenue will not report until July. July flash report indicates Equestrian revenue running 25% or \$7,600 ahead of budget. Equestrian BBQ's have consistently sold out.
- **Beach Club Marina**
 - June NOR for this operation is \$21,363 ahead of budget. Beer, wine and liquor sales at this great family amenity have increased 40% over June & July 2012. We are looking into launching chair side beach service for liquor sales that should be available mid-August.
- **Truckee Thursdays**
 - Tahoe Donner started a shuttle service from Trout Creek to Downtown Truckee on June 13, 2013 to support Tahoe Donner members attending this weekly event. The service is planned to continue the entire summer in order to benefit our members as well as decrease traffic at the event.
- **Town of Truckee**
 - A solid waste increase was approved by the Truckee Town Council on June 11th from \$252.80 to \$263.48 for the 2013-14 fiscal years effective July 1, 2013.

Tahoe Donner Staff is working with the Town for recommendations on how to introduce 5 yard green bag dumpsters to the Tahoe Donner community. This is focused on bringing down the increasing cost of yard waste disposal while also reducing the number of green bags on the street.

- **Town Leash/Control Requirements**

- The Town Municipal Code requires that all dogs be under voice control at all times when off the property of their caretaker. This means that no dog may be off leash in any public area unless the dog is in the immediate presence and under direct control of the owner and the owner can demonstrate effective control of the dog. Avoid a citation and pick up after your dog as this is a growing problem in Truckee and will be strictly enforced. Tahoe Donner Common Property requires leashed pets at all times.

EXECUTIVE SESSION AND LUNCH

The Board adjourned to Executive Session at 11:15 a.m.

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

ADJOURNMENT

The Board adjourned to Executive Session at 1:20 p.m. and did not reconvene to open session.

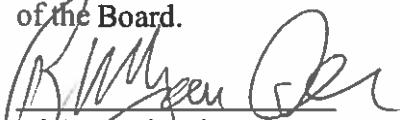
Submitted by:



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 July 27, 2013, as approved by the Board members in attendance and constituting a quorum at a duly convened subsequent meeting of the Board.


Dick Gander, Secretary