

BOARD APPROVED

MINUTES
TAHOE DONNER ASSOCIATION
BOARD OF DIRECTORS SPECIAL MEETING
March 13, 2013

ACTION ON

~~VERIFIED~~

April 29 2013
[Signature]

E.A. - TDA ASSOC.

A special meeting of the Board of Directors of Tahoe Donner Association was held at the Tahoe Donner Cross Country Center, Tahoe Donner, Truckee, California on Monday, March 13, 2013. President Tom Johns called the meeting to order at 5:30 p.m. The following Board and Staff members were present:

Directors present: Tom Johns, Steve Miller & Ron Wulff

Directors absent: Jim Stang

Staff present: Robb Etnyre, General Manager
Forrest Huisman, Director of Capital Projects
Miguel Sloane, Director of Operations
Annie Rosenfeld, Director of Facilities & Risk management
Bonnie Watkins, Executive Assistant & Recording Secretary

TOWNHALL MEETING: NEW CROSS COUNTRY CENTER

General Manager Robb Etnyre explained that this is the first of two "Townhall Meetings" being held for the purpose of soliciting further member input regarding the proposed new Cross Country Center. He noted that the next meeting will be held on Saturday, March 16th at 5:30 p.m. at the Cross Country Center.

Mr. Etnyre opened the meeting with a review of the genesis of the new Cross Country Center. He explained that, as part of the 2030 General Plan, one of the top projects that was identified and approved by the Board of Directors for the first five-year segment is the replacement of the current Cross Country Center. The planning phase of this facility began in 2011, with management and the General Plan Committee reviewing the preliminary space needs and program requirements for the facility. In 2012, the Board held a series of Town Hall and outreach meetings to provide members an opportunity to give input on the proposed Cross Country/Equestrian Center Operating Plan. These meetings generated a number of comments and suggestions from the membership, which were then brought back to the Board for consideration. The Board directed management to move forward with more detailed plans for the new Cross Country Ski Center as outlined in the 2030 General Plan.

In late 2012, after several architect presentations, the Tahoe Donner Association Board of Directors approved a local Truckee firm, Dale Cox Architects, to be the architect of record.

Mr. Etnyre noted that, in conjunction with Dale Cox, the General Plan Committee and a special Steering Committee, the plan has now been further refined for presentation this evening. Mr. Etnyre pointed out that the Steering Committee is comprised of Staff, Board members, GPC members, and Tahoe Donner Cross Country athletes. At this point in the process, he continued, we are holding additional Town Hall meetings for member input in order to further develop the site and schematic floor plans for the facility. It was noted that additional project information, including renderings, floor plans and elevations have been posted for membership review on the Tahoe Donner Web site's Capital Projects page. Mr. Etnyre stated that the feedback received this evening will be briefed to the Board at the March 23, 2013 regular Board meeting.

CROSS COUNTRY CENTER PLAN REVIEW

Director of Capital Projects, Forrest Huisman, provided the members assembled with a presentation on the following:

- Building Site
- Parking Plan.
- Floor Plan.
- Building West Elevation.

A copy of the Cross Center Plan is attached to these minutes as Exhibit "A"

Following Mr. Huisman's presentation, Staff fielded questions and comments from the members present. To follow are highlights from this portion of the meeting and does not include every comment from every person. It is simply intended as a way for those not there to understand the general topics of discussion and feedback of members.

- **Describe the purposes of the multi-use area on the first floor?**
 - This space is 400 square feet and will be utilized for various youth programs.
- **What is the size of the proposed new facility?**
 - The current Cross Country Center is a little less than 9,000 square feet. The new facility, as currently designed, is approximately 11,000 square feet.
- **Regarding the Sales Pod in the floor plan, the process flow looks as if it will cause long queue lines at the front door and rental area. Perhaps the Sales Pod should be moved over to the retail area.**
 - This is a good comment. The check-in process under consideration will allow rental customers to bypass the regular ticket line and purchase their tickets along

with their rental equipment in the rental area. Additionally, there will be an outside ticket booth.

- **What is the cost of the new building and where is the money coming from?**
 - Until final construction costs are completed, the estimated cost of the Cross Country Center facility is estimated at approximately \$4.8 million. All construction and related costs for the new facility will be covered by the development fund portion of the association's budget. It's important to note that no special assessment has or will take place for this project.

- **What is the long-term maintenance costs associated with the new facility?**
 - Maintenance costs will be similar to the current building. We could actually see less cost associated with long-term maintenance, as it will be a better engineered and, thus, more efficient building.

- **Parking is already a problem; is increasing the parking by 32% enough?**
 - Since we are constrained on most sides by wetland zones, increasing the parking has been an issue. However, we do have the ability to provide other off-site parking and increase our shuttle service. As we see increased utilization during peak periods, we can use remote lots and provide shuttle service, as we already do for the Downhill Ski Area.

- **Does the current plan allow for future expansion of the building?**
 - There are design aspects incorporated in the building that allows for flexibility to expand.

- **I am disturbed by the fact that we are designing a building to accommodate and encourage commercial usage of our amenities for large races and other events.**

- **I don't think there is a necessity to devote so much space for the sale of retail products. The retail area should be smaller and the extra space better utilized.**

- **What is the purpose for showers in the new facility?**
 - The addition of lockers and showers is an accommodation for early morning skiers that ski prior to going to work.

- **How final is the current design of the building? Can members still influence the layout of the building?**
 - Many alterations of this floor plan have been considered since the project's inception, with recommended changes coming from homeowner view points on the Steering Committee and from the General Plan Committee. We are holding the town hall meetings this month in order to solicit member input and ideas about the facility. The plan is not final, and all the feedback we receive will be taken into consideration in any modifications to the plan.

- **What is the proposed staffing increase and associated costs?**
 - Our current plan is to utilize the same staffing levels. If we want to increase the service levels, there are two new factors to consider with the new facility: 1). it has a larger, dedicated rental area that will require a full-time staff person, and 2). the new facility will have a bar that will require a staff person.
- **It looks like people will be walking through the building with their skis and poles or they will have to walk around the building.**
- **Perhaps consider putting a breezeway through the center of the facility, with the Sales Pod and rental area off that.**
 - The concept of installing a breezeway is appealing as it would provide better flow and alleviate people walking through the building with their skis and poles; however, the challenge is that it would mean we would have two staffing pods. This is good feedback and something to give consideration.
- **The Multi-Purpose room seems too small to accommodate the middle and high school kids programs. The kids now put their skis in the barn, but where will they store their equipment in the new facility?**
 - There are separate storage areas for skis and equipment for the middle and high school programs. To make things flow more efficiently, each program arrives at a different time. The Multi-Purpose room provides an area that can be used for a variety of functions.
- **Hearing a lot about accommodating space in the building for outside groups, which is fine, but what is this costing me as a homeowner?**
 - Outside group usage is by paid access to the facilities and programs at Tahoe Donner.
- **Does the operating budget for the new facility assume a projected increase in revenue for the operation?**
 - Yes, we make the assumption of increased utilization and revenue growth.
- **Is the main purpose of the new facility to enhance the skiing experience, and not all the other functions the building offers?**
 - Yes, the priority for the new facility is to enhance the skiing experience for our property owners.
- **A lot of owners would like to see a specific budget for this building, including staffing, parking and the Equestrian area. I would also like to know what the potential costs overruns might be.**
 - As we get into detailed construction drawings, there will be more solid estimates of the real costs associated with the facility.

As part of the Annual Budget process, any increase in staffing levels has to be justified and appropriately resourced by the Board of Directors. We don't currently know what the scope of the Equestrian operation will be.

- **Tahoe Donner is part of the Truckee community and we should support the mental and physical health of all the children of this community by offering the programs we do.**

ADJOURNMENT

By consensus the Board adjourned the meeting at 7:10 p.m.

Submitted by:


Bonnie Watkins, Recording Secretary

SECRETARY'S CERTIFICATE

I, Ron Wulff, 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 meeting held on March 13, 2013, as approved by the Board members in attendance and constituting a quorum at a duly convened subsequent meeting of the Board.


Ron Wulff, Secretary

5/10/2013
Date

