

**BOARD APPROVED**

ACTION ON

*April 27, 2013*

VERIFIED

*[Signature]*

**MINUTES  
TAHOE DONNER ASSOCIATION  
BOARD OF DIRECTORS SPECIAL MEETING  
March 16, 2013**

**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 Saturday, March 16, 2013. Vice President Jim Stang called the meeting to order at 5:30 p.m. The following Board and Staff members were present:

Directors present: Jim Stang, Steve Miller & Ron Wulff

Directors absent: Tom Johns

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 second of two "Townhall Meetings" being held for the purpose of soliciting further member input and ideas regarding the proposed new Cross Country Center.

Mr. Etnyre opened the meeting with a review of the origins of the new Cross Country Center project. He explained that, in 2010, the Board, the General Plan Committee, and Tahoe Donner Staff began holding Town Hall meetings in order to solicit feedback about future development of capital projects in Tahoe Donner. Input garnered from the meetings, he said, as well as data from the 2009 demographic survey, were compiled by the General Plan Committee into the 2030 General Plan for the association. Subsequently, the Tahoe Donner Board of Directors considered the Draft 2030 General Plan in March of 2011, and approved the first five years of the plan while conditionally approving the remaining fifteen years. One of the top projects that was identified and approved by the Board of Directors for the first five-year segment was the replacement of the current Cross Country Center facility. He noted that, as directed by the Board, Management moved 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 for this project.

The Board further directed Staff to hold additional Town Hall meetings for member input in order to further develop the site and schematic floor plans for the facility. Mr. Etnyre stated that, in conjunction with Dale Cox, the General Plan Committee and a special Steering Committee, the plan has gone through several revisions and been further refined for presentation this evening. He noted that the specific focus for this meeting is to receive member input on the proposed Cross Country Center site and schematic floor plans for the new facility.

Director Wulff joined the meeting at 5:45 p.m.

### **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, Management fielded questions and comments from the members present. To follow are highlights from this portion of the meeting and does not include every question and 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.

- **What is the size of the current Cross Country Center?**
  - The exact size of the current facility is 8,271 square feet, including the upper and lower levels of the main building as well as the upper storage area in the equestrian barn.
- **What will the summer usage be for the new building?**
  - The building will be used for summer activities, such as the current bike rental operation, children's camps, and equestrian camps.
- **What about the equestrian horses?**
  - There will be no indoor horse boarding in the new building; all boarding will be in outside paddocks.
- **Where will season pass holders check in?**
  - Much like what we currently provide, there will be kiosks located on either side of the building in order to provide easy access to the snow.

- **From the floor plan, it seems that the flow is that daily users will be walking through the building with their skis and poles or they will have to walk around the building.**
  - With appropriate signage and assistance from Staff, customers would be directed to dock their skis outside, buy their ticket, and then proceed to the snow.
- **It seems very inconvenient to make customers walk all the way around the building.**
  - The proposed flow of the building was commented on at the previous the Town Hall meeting and was noted in the minutes of the meeting. There will be an outside point of sales ticket window.
- **When will the building be completed?**
  - The current plan is to start construction in May of 2014 which puts us in the position to be semi-open in fall of 2014, with full completion in early 2015.
- **Where will all the Cross Country grooming equipment be housed?**
  - There is an equipment room for smaller equipment like snowblowers; however, large equipment will reside outside on the snow in a designated area.
- **How will handicapped skiers be accommodated?**
  - The new building will be ADA accessible, but their entrance onto the snow will still be on the side of the building.
- **From a profitability standpoint, will the new building pay for itself or be subsidized by the homeowners?**
  - A percentage of every Tahoe Donner homeowner's annual assessment is earmarked for capital projects. Currently \$250 of the total assessed amount of \$1,505 goes to the development fund and has been for the last few years. Construction and related costs for the new Cross Country Center 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. The building is designed to operate with current staffing levels; however, should we want to improve service levels with regard to food and beverage, the additional of a couple of Staff members will be considered.
- **Has the Association considered Leadership in Energy and Environmental Design (LEED) certification?**

Yes, we are considering LEED certification for sustainability.
- **Recently, flyers were distributed in the community that indicated many other projects are being planned for this site that included an ice skating rink and amphitheater.**
  - In March of last year, Town Hall outreach meetings were held to receive member input regarding what they would like to see developed at the Cross Country Center in general.

The idea was to capture all possible concepts for this site. From this member input, a Cross Country Equestrian Center Conceptual Site, Facility & Activity Plan was developed that included many of the items just mentioned. However, the Board has only authorized the construction of the Cross Country Center which does not include an ice rink or an amphitheater.

- **Is the building going to be large enough to accommodate the future growth in the ski industry? Also, are the architects providing for the possible future expansion of the facility?**
  - On a three year average, we have calculated an 18 % growth. Last year we saw only approximately 18,000 skiers, due to the lack of snow. In 2011, we saw approximately, 31,000 skiers, which is more of a typical year for Tahoe Donner. The maximum annual skier load with which we feel comfortable would be around 50,000 skiers. Due to the constraints created by having wetland sensitive zones on most sides, expansion of the footprint of the building isn't an option, thus working within those confines is a requirement from our local agencies. However, the option of expanding upwards in the building will be discussed with our Architect Dale Cox and the Steering Committee in upcoming meetings.
- **A member read a prepared statement that expressed some of the following concerns: The problems being experienced at the current Cross Country facility can be resolved at a lower cost and with a smaller building footprint. What makes the Cross Country Center great are the trails, not the building. Many season pass holders don't use the ski lodge, they arrive early to ski and head home afterwards, as evidenced by the two to three time turnover in parking. Increased numbers of skiers will have diminishing returns. If climate scientist are correct, years like this will be the norm going forward, making it harder for the center to break even.**
  - Last winter season was one of the worst on record, but the Cross Country Center was still profitable.
- **The showers are so small, why do we even want to install them?**
  - The addition of lockers and showers is an accommodation for early morning skiers that go out prior to going to work.
- **Since the equestrian operation is part of the entire conceptual plan for the building, I feel it's important for members to know what the summer usage will be.**

At this point, we are still working on an equestrian plan and are not ready to roll out any particulars. There will be a series of Town Hall meetings to gather input from the membership regarding the equestrian side of the operation. It was pointed out that, while the new building will be utilized for various programs during the summer, the primary function of the new Cross Country Center will be to support Nordic skiing.
- **I don't see any accommodation in the site plan that allows for a place to work on grooming machines when they break down. Is there going to be a space indoors for equipment maintenance?**

- There is no equipment maintenance space provided for in this building. As we do now, maintenance work on the equipment will take place on the snow. For major equipment issues that can be done by our skilled maintenance department, the equipment is customarily taken to the Downhill Ski Area Top Shop, and for or any serious maintenance, equipment is sent to Reno for repair.
- **The fear is that we will build a really nice and expensive building and let trail maintenance deteriorate. Will there be enough funding to support trail maintenance?**
  - Yes, the trail grooming machines are on our reserve replacement plan and are replaced on an 8 year cycle.
- **Is the new center exclusively for Tahoe Donner members and guests or are we promoting outside group activities and events.**
  - As a public amenity, we currently do have group bookings for equestrian trail rides and camps, et cetera. At this time, there are no plans for operating differently in the summer than we currently do.
- **The current Cross Country Center is an embarrassment to the community and the new building will be a great addition to the Association.**
- **Tahoe Donner Cross Country Center has a world class trail system and should have a first class facility that supports that trail system.**
- **The flow of the floor plan provides poor traffic flow. Many people that purchase day passes bring their own equipment, which means they have to leave the equipment outside, come in to buy a ticket and then walk around the building to get to the snow.**
  - This is a reoccurring comment and is something that will require further consideration.
- **I am concerned about the costs associated with operating and maintaining the new building. Does the building really need to be this large to accommodate what we want?**
  - We did look at renovating the current facility and at developing a building with a smaller footprint. Ultimately, it came down to the need to design a building that will be functional and have the right amount of space to accommodate current demand, but also give room for future growth. To the question of maintenance costs, the new building should see lower costs associated with maintenance, due to the building being engineered more efficiently. In addition, we will be saving on the lack of energy efficiencies and significant repair costs for the current 42 year old building.
- **The trail system is awesome and I don't believe that the current quality maintenance of the trails will change just because we have a new facility.**

**The fact is the current lodge facility is too small and is no longer able to accommodate the number of people that come here. It's time to have a new building that will allow us to address issues of customer service, limited parking, and overcrowded seating areas.**

- **The majority of members agree that we need a new lodge; however, I feel it should be on a smaller footprint. I would urge the Board to look further into having a two story building that would lower the cost of the building as well as provide less impact to the environment. Regarding the flow in the building with ticketing and rentals, the tendency is for people to walk thru the building carrying their equipment to get to the snow out the front door.**
- **With regards to the building's lounge area, do you anticipate staying open longer than 5:00 p.m.?**
  - **Membership demand would drive whether we stay open longer than 5:00 p.m.**
- **I am in favor of showers for members and employees, but not for the public.**
- **If there is a shortfall with the new building, how will it be funded?**
  - **Currently, the estimated cost for the building based on only the schematic drawings is \$4.8 million. The development fund has adequate funds for this \$4.8 million project. It also has additional funds that we, in essence, are holding from investing in other projects in order to maintain a contingency in case there is an overage.**
- **My single greatest concern is the footprint of the building extending into the sensitive wetland area. I would reduce the building by 25% and eliminate the proposed parking area. The building should be reduced in size to mitigate costs and environmental impacts.**
  - **We do work with botanists, biologists, and wetland specialist, on most of our projects, and this project will be no different. We wouldn't be allowed to permit the project unless we adhere to proper processes and obtain approval of the appropriate agencies.**
- **What kind of environmental study or analysis is needed for this project? What is the percentage of coverage for the new project as opposed to the current one?**
  - **We will be doing a wetland study this summer. The building itself is not covering that much more impervious soil; it is the parking lot that is covering the soil. We currently have 100 paved parking stalls, and we are proposing the addition of 57 more.**

- **If you receive approval of the project from the Board, what is the timeline for the next forums for member comment?**
  - We don't have another Town Hall meeting scheduled, but we are open to additional feedback at all times. Following the March 23<sup>rd</sup> Board meeting, we will be in a better position to know how to proceed moving forward.
- **If we are going to break ground on the project in May 2014, will there still be time for members to provide additional comment on the project?**
  - There will, of course, be open Board meetings for further discussion of the project. Additionally, after we apply for agency approval from the Town of Truckee, there will be regulated public forums provided for input on the project.

Following the question and comment period, Management indicated that any members wishing to make further comments on the project may email [www.generalplan@tahoedonner.com](mailto:www.generalplan@tahoedonner.com) or [www.theboard@tahoedonner.com](mailto:www.theboard@tahoedonner.com). Additionally, members were reminded that the Cross Country Center is on the March 23<sup>rd</sup> Board meeting agenda for discussion.

**ADJOURNMENT**

By consensus the Board adjourned the meeting at 7:20 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 16, 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

