

**BOARD APPROVED**

**MINUTES  
TAHOE DONNER ASSOCIATION  
BOARD OF DIRECTORS REGULAR MEETING**

**September 27, 2014  
9:00 a.m.**

**ACTION ON**

*Oct 25, 2014*  
*Barbara Watkins*

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

A regularly scheduled meeting of the Board of Directors of Tahoe Donner Association was held at NWCH at 11509 Northwoods Blvd., Truckee, California on Saturday, September 27, 2014. President Jim Stang 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:** Jim Stang, President  
Ron Wulff, Secretary  
Courtney Murrell, Director

**Directors absent:** Tom Johns, Vice President  
Steve Miller, Treasurer

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

**A. ACTION: APPROVAL OF MINUTES**

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

- August 23, 2014 Regular Meeting Minutes

Director Wulff made a motion and Director Murrell seconded to approve the meeting minutes as revised. Motion passed.

**B. COMMITTEE MANAGEMENT**

**Architectural Standards** – The Board was provided with the committee's August 13 and August 27, 2014 meeting minutes for review.

**Covenants** – No report.

**Election** – No report.

**Finance** – The Board was provided with the committee’s September 17, 2014 meeting report for review. Finance Committee member Art King provided the following highlights of the report:

- There was a joint Finance/Board special meeting on September 17<sup>th</sup> for the purpose of discussing the 2015 Budget.
- The committee is in the process of selecting an auditor. A Request for Proposal was sent to six CPA firms, which are due back by September 30, 2014. The committee will narrow the six proposals down to three firms to meet with in early October, and make a final recommendation in time for the October 25<sup>th</sup> Board meeting.
- General Manager Robb Etnyre provided the committee with an update on the Strategic Plan. He described a process Staff will utilize to update this document. The plan will consider the update of the Vision Statement, consider external issues, and evaluate threats that could interfere with implementation of the goals and objectives.

**General Plan (GPC)** – The Board was provided with the committee’s September 8, 2014 meeting report for review. GPC Co-Chair John Stubbs reviewed the following highlights of the report:

- Director of Capital Projects provided an update on the Alder Creek Adventure Center, which remains on schedule and budget. Additionally, Forrest reviewed revisions to the Capital Funds Projection Version 19. The draft Capital Fund Projections in on today’s agenda for Board consideration.
- The committee discussed the conclusions from the August 26<sup>th</sup> Trails and Open Space Sub Group meeting. The committee approved several key recommendations.
- The committee discussed the initial list of potential projects that will be prioritized in the General Plan Update for 2015 – 2020. These include both projects anticipated to be funded by the Development Fund and some larger Reserve Replacement Fund projects.

**Construction Steering Committee** - The Board was provided with the committee’s September 8, 2014 meeting report for review.

**Equestrian Steering Committee** - The Board was provided with the committee’s September 8, 2014 meeting report for review.

**Land Management Plan Working Group Update** - The Board was provided with the committee’s September 8, 2014 meeting report for review.

### **C. CONSENT CALENDAR**

The Board was provided with the following items for consideration:

- Election Committee Resignation (Carnal)
- GPC Resignation (Service)
- GPC Resignation (Ferguson)
- GPC Appointment From Alternate to Full Member (Walker)
- Covenants Committee Alternate Appointment (Vaio)
- Tahoe Donner Giving Fund Charter

General Manager Robb Etnyre pulled the Tahoe Donner Giving Fund Charter in order to review the revisions suggested by the Association's legal counsel.

Following discussion, Director Wulff made a motion and Director Stang seconded to approve the Consent Calendar as presented. Motion passed (Directors Johns & Miller Absent)

### **D. PRESENTATION: STATE OF THE TOWN OF TRUCKEE**

Mayor Patrick Flora provided the Board with a presentation on the state of the Town of Truckee. A copy of the presentation is attached to these minutes as Exhibit "A".

Highlights of the presentation follow:

- **2014 Population and Housing Estimates:**
  - Population: 15,972 - 0.34% increase from 2013 and 1.3% decline from 2010
  - Housing: 12,936 residential units - 0.33% annual growth in residential units
- **2014/15 General Fund Budget Highlights:**
  - \$19.8 Million in revenues- \$17.3 million in operating expenditures
  - \$728,000 in debt service
  - The budget is balanced over our 5 year budget model and includes funding for capital, fully funding our road maintenance needs and economic development projects
  - \$11.5 million in designated reserves
- **2014/15 Capital Improvement Projects:**
  - Brickelltown Streetscape
  - Bridge Street RR Pedestrian crossing
  - Glenshire Dr. widening phase 2
  - Mousehole Project
  - Slurry Sealing/Paving
  - Trout Creek Restoration
  - West River Street widening

- **Other Initiatives:**

- New County-wide cooperative dispatch center for law enforcement-augmenting our long standing relationship with the NCSO. Substantial cost savings to the Town and other entities.
- Enhanced emergency communication- Police Department recently launched Nixle to provide emergency updates and important information to anyone that subscribes

## **E. CAPITAL FUND PROJECTIONS**

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The Board was provided with Capital Fund Projections Version 20 for consideration.

Following discussion, Director Wulff made a motion and Director Murrell seconded to approve the Capital Fund Projections as revised. Motion passed (Directors Johns & Miller Absent)

## **I. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

Director Stang moved items F, G, and H and the General Manager's Report to the afternoon agenda. Director Miller joined the meeting via teleconference for this presentation.

Braiden Chadwick LLP provided the Board with a presentation on the details of CEQA, and how recent precedents have influenced the short and long-term planning processes at organizations similar to Tahoe Donner Association. A copy of the presentation is attached to these minutes as Exhibit "B". Highlights of the presentation follow:

- CEQA, or the California Environmental Quality Act, is a statute that requires state and local public agencies to identify the environmental impacts of proposed discretionary activities or projects, determine if the impacts will be significant, and identify alternatives and mitigation measures that will substantially reduce or eliminate significant impacts to the environment.
- The lead agency is responsible for conducting the CEQA review and has final approval of the project. They are responsible for coordinating with the project applicant, public and associated agencies during the CEQA process.
- If a project is not exempt from CEQA, a lead agency can conduct an initial study to preliminarily assess project impacts. This initial study guides the lead agency to prepare a negative declaration, mitigated negative declaration, or environmental impact report depending on the impact assessment. The initial study completion also gives the project applicant opportunity to change their project scope early in the CEQA process if the initial study indicates significant impact(s) are likely. If the lead agency determines the project clearly has significant impacts, they can skip the initial study phase and immediately conduct an Environmental Impact Report.

- It is important to meet with the Lead Agency to ensure that they understand the project and request the ability to have input on the Lead Agency consultant selection.
- Assemble an experienced and capable project team.
- Steps in the process:
  - Initial Study
  - Scoping
  - Technical studies and impact analysis
  - Mitigation development
  - MND or Draft EIR
- Be a resource for the Lead Agency and their consultants by demonstrating you and your team are the expert on your project and associated environmental issues.
- Understand that the process is a negotiation and compromise; it is not winner take all.
- Develop a project theme and adjust the message based on your audience.

## **EXECUTIVE SESSION AND LUNCH**

The Board adjourned to Executive Session at Noon.

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

The Board reconvened to Executive Session at 1:10 p.m.

The Board reconvened to Open Session at 1:30 p.m.

## **G. COVENANTS COMMITTEE RULE REVISION BURN TIMES**

Director of Facilities & Risk Management Annie Rosenfeld explained that the current wording in the Fire Safety Covenants rule regarding burning yard waste allows the burning of yard debris from late fall, depending on weather conditions, until no later than December 31. Over the past few years, she continued, this has not given property owners adequate time to burn their burn piles safely since, although the burn ban was lifted by the appropriate authorities in late October, the Air Quality Management Board suspended the ability to burn on a day-by-day basis periodically through the end of the calendar year due to poor air movement. The Covenants Committee is of the opinion that, under ideal circumstances, it's safest to do burn piles when there's snow on the ground and/or on nearby tree branches and which hasn't necessarily been the case in recent years during the months of November and December. Therefore, the committee is recommending extending the burn season in Tahoe Donner from the end of the calendar year to the end of March the following year.

Following discussion, Director Stang made a motion and Director Wulff seconded to approve publishing for 45-day member comment a proposed rule change extending the timeframe to burn piles of yard waste to the end of the calendar year to the end of March the following year. Motion passed (Directors Johns & Miller Absent)

#### **H. ARCHITECTURAL STANDARDS PROPOSED NEW LANDSCAPING DRAINAGE RULE**

ASC member Rod Whitten explained that the ASC feels that there is a need to introduce a new landscaping and drainage rule that would allow for a standardized permit process for installing landscape structures, drainage and drainage changes, and the installation of artificial grass. There have been instances of property owners installing unrealistic and inferior artificial grass as well as installing landscape structures outside of the building envelope. Originally, the committee was opposed to allowing owners to choose artificial grass over natural vegetation; however, the committee has reconsidered. Mr. Whitten pointed out that some owners want to consider artificial grass for water conservation and to reduce maintenance costs. The fact that artificial grass varies considerably in manufacturing quality, life, and durability is the concern. The Davis Stirling Act contains a set of guidelines for Associations intending to allow the installation of artificial grass and the committee would follow these guidelines to ensure the finished product actually looks like real grass. Mr. Whitten noted that the introduction of the Landscaping and Drainage Rule will make it possible to have consistency in the approval and installation of landscaping projects and will also regulate the quality, installation location, and area to be covered by artificial grass.

Following discussion Director Wulff made a motion and Director Stang seconded to approve publishing for 45-day member comment a proposed new Landscaping & Drainage Rule. Motion passed (Directors Johns & Miller Absent)

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

Director of Finance and Accounting, Mike Salmon, provided the Board with a presentation on the Association's unaudited preliminary August 2014 financial report, a complete set of which are attached to these minutes as Exhibit "C".

Following discussion: Director Wulff made a motion and Director Stang seconded to approve the August 2014 unaudited preliminary financials as presented. Motion passed (Directors Johns & Miller absent)

All financial reports may be viewed on the Tahoe Donner Web site at: <http://www.tahoedonner.com/financials/>

## **EXECUTIVE SESSION REPORT:**

Director Wulff indicated that the Board approved the following contracts: Property & Casualty (\$411,269, with Interwest Insurance Services), Annual Workers Compensation Insurance Policy (\$754,045, with Safehold Special Risk – Wells Fargo NOVA), Northwoods Clubhouse Roof Replacement Contract (\$230,000, Mt. Lincoln Construction).

## **GENERAL MANAGER'S REPORT**

The Board was provided with a copy of the September 2014 General Manager's report for review. General Manager Robb Etnyre reported the following:

- **Rule Revisions:** Robb noted that the Board has been provided with a Decision Paper in their Board books regarding proposed ASC rule revisions. The Architectural Standards Committee (ASC) and Management are proposing substantial change to the appeal process rule which will allow adjacent Tahoe Donner owners a fair "right to appeal" in a consistent and standardized timeframe. Additionally, the ASC and Management are proposing numerous updates and revisions to the ASC Rules, Procedures and Restrictions for Land Use to further clarify and standardize the rules to aid in decision making. Robb said this document involves some significant changes and he wanted the Board to have time to review it prior to consideration of publishing them for 45-day member comment at the October 25<sup>th</sup> Board meeting.
- **TDA Banquets & Events Discount Policy:** This policy was approved by the Board in November 2012 and outlines what discounts are offered to Chartered Clubs. The 2012 policy basically dealt with club discounts at The Lodge, but clubs utilize the many other venues at Tahoe Donner for activities and functions such as the Tennis Center, Downhill Ski, Beach Club Marina and the soon to be completed Alder Creek Adventure Center. Director of Food & Beverage Mike Peters is working with internal Staff to draft a new master policy that applies to all amenity rental spaces. The new policy will also be aimed at better accommodating the various service level expectations of the clubs. Over the next two weeks Staff will be meeting with representatives of the different clubs to obtain their input and to better understand their concerns. We hope to have the completed draft policy ready for Board review at the October 25<sup>th</sup> Board meeting.

## **TREASURER'S QUARTERLY UPDATE:**

In the absence of Treasurer Steve Miller, Director Stang read his prepared statement, which is attached to these minutes as Exhibit "D".

## **J. STRATEGIC PLAN UPDATE UPDATE**

General Manager Robb Etnyre stated that the Strategic Plan Update provided in the Board books today is the same as was presented to the Board at the September 17<sup>th</sup> special Board/Finance Committee meeting.

Attention turned to the Vision Statement, with Director Wulff commenting that in the section that states "*Tahoe Donner is a vibrant and desirable mountain community,*" he feels that vibrant should be replaced with active.

Mr. Etnyre responded that Director Wulff's suggestion is in line with some of the comments that the working group has come up with as they have been going through the process of updating the Vision Statement. He encouraged all Directors to review the Vision Statement over the next few weeks and propose any changes that they feel would better define the purpose of the Association.

Mr. Etnyre indicated that he is currently working with Staff as well as the Finance and General Plan Committees on the development of the Strategic Plan Goals 2015 to 2020. He said he hopes to have a draft copy of these for the October 25<sup>th</sup> Board meeting.

### **DISCUSSION: 2015 BUDGET**

Director of Finance & Accounting Mike Salmon provided the Board with a PowerPoint presentation on the 2015 Budget, focusing on Section 2, Budget Summary and Section 3, Fees and Rates. A copy of these documents are attached to these minutes as Exhibit "E"

### **ADJOURNMENT**

Director Wulff made a motion and Director Stang seconded to adjourn the meeting at 3:30 p.m. Motion passed (Directors Johns & Miller Absent)

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 regular meeting held on September 27, 2014, as approved by the Board members in attendance and constituting a quorum at a duly convened subsequent meeting of the Board.



Ron Wulff, Board Secretary