

Tahoe Donner General Plan Committee

Monday, November 6, 2017 meeting Minutes

Location and Time

NWCH Mezzanine at 3 PM

Call to order:

The meeting was called to order by Michael Sullivan at 3:04 PM

Attendees:

ORGANIZATION	NAME	PRESENT	NOT
GPC Committee:	Michael Sullivan, Chair -	✓	
	Nan Meek, Co-Chair -	✓	
	Jim Beckmeyer -	✓	
	Michael Fajans -	✓	
	John McGregor -	✓	
	George Rohrback -	✓	
	John Stubbs -	✓	
Board Liaison:	Jeffry Conners, Director -	✓	
Finance Committee Liaison	John Dundas -	✓	
Tahoe Donner Association	Robb Etnyre, General Manager -	✓	
	Forest Huisman, Dir. of Capital Projects -	✓	
	Megan Rodman, Executive Assistant -	✓	
	Mike Salmon, Dir. Finance		✓
Guests:	Michael Bledsoe	✓	
	Rob McCray	✓	
	Benjamin Levine	✓	
	Rob Koenes	✓	
	Courtney Murrell	✓	

Approval of Minutes

Mr. Sullivan called for approval of the minutes of the last meeting.

A motion was made by Nan Meek and seconded by George Rohrback. The motion was approved unanimously.

Member Input

There was no member input.

New Business:

Mr. Sullivan desires to form a new task force to analyze the data on the growth of use of our common property and to use such data to forecast future growth. This project must also clarify issues like guest use and public use. The results will benefit most of the other task force efforts. Volunteers for this task force include **Jim Beckmeyer, Don Koenes, Nan Meek and Rob McCray**. The volunteers were asked to meet and choose a leader.

Updated list of Potential Capital Projects:

A list of potential future projects can be found at <http://www.tahoedonner.com/member-area/capital-projects/future-potential-projects/>. No new projects have been suggested. All projects are now shown on the website both as a master list and according to their priority as determined by the last Evaluation Team Meeting.

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Project Task Force updates:

The following projects are active. Task Forces typically meet prior to the GPC meeting and report on progress at that time. The following is a list of active GPC projects and their task force leaders.:

- Equestrian Center Relocation, Phase 3 – Meek
See attached status report. There will be no further reporting on this project until construction resumes in the Spring.

- Employee Housing – Fajans
The Mountain Housing Council is starting to identify potential non-profit housing developers and the concept of a management company that could handle them. It is possible that Neighborworks could have an interest in working with Tahoe Donner. A full list of organizations & actions is at <http://mountainhousingcouncil.org/>
TD will hire 75 J1visa workers this winter and will need 11 houses for them. Seven are already secured. Hiring domestic workers will be next.

- Trout Creek Space Reallocation – Stubbs
At the Oct 28 Board Meeting, the Board voted unanimously (5/0) to approve funding to obtain architectural and engineering documents (A/E) necessary to allow construction costs for contractor bids for the proposed 670 SF exterior addition. This will allow these to be folded into the phase 1 and phase 2 space reallocation proposal A/E costs previously approved.
The Board has submitted a compilation of Board member questions on the project. This will be combined with a list from Trout Creek Managers and the TCRC Task Force members. The TCRC Task Force will prepare a concerted response to all questions

- Cluster Mailbox Consolidation – Rohrback.
TD needs the cooperation of the U.S. Postal Service to proceed with its desired option. The choices are attached as well as a letter that is proposed to be written to the USPS asking for their cooperation.
There was a suggestion that the letter to our congressperson precede the letter to the USPS. After some discussion, it was decided to proceed as originally planned.

- Association Master Plan – Sullivan
Post-Project Review to be written.

- Capital Projects Process – Sullivan
The CPP has been revised to tie it to the financial policies, to make list titles consistent, to make output documents clear and to build in greater member input. The revision has been reviewed by the Finance Committee and by some members of the GPC.
Following a final review, the revision will be submitted to the GPC for approval at the next meeting.

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- **Communications Task Force – Meek**
The Communications Task Force and TD Communications Department heard a presentation on the use of “FlashVote” to collect member input. This tool is being used in several North Tahoe communities as a way to quickly collect community preferences. The Department and the Task Force will consider use by Tahoe Donner.
Director of Marketing Christina Schwartz provided an update on changes to the Tahoe Donner website architecture which will provide easier navigation for capital projects, and the revised schedule for eblasts.

- **Downhill Ski Resort Task Force– Beckmeyer**
Please note the Task Force name has been recently changed. Our first article in the TD News is due to be published in November. The articles focus is on two why's: the financial importance of the ski resort and the need to address deficiencies & risk associated with the lodge. Our second article is in draft form, explaining Ecosign's initial report. Our plan here is to trigger the start of member feedback. Forrest is in the process of consolidating input for Ecosign's final report. In October, we completed a communication plan and drafted a milestone schedule of our (CPP) Stage 2 deliverables. This will be reviewed in detail and edited at our meeting on November 6th.

New Business:

John McGregor alerted the GPC that at the next Board Meeting, the Golf Course may request some capital improvement projects.

Adjournment:

The meeting was adjourned at 4:34 PM

Next Meeting:

December 4, 2017 at 3PM at NWCH Mezzanine.

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TDA Project Status Report

Project Name: Equestrian Relocation, Phase 3 Prepared By; Lee Ann Gray, Capital Projects Coordinator

Project Number: 731-080-311

November 3, 2017

Project Objective; Concrete pads for wash rack and ADA Restrooms, ADA walkways; gravel pave and base on roadways, ADA restroom surround, hitch post for wash rack, loading ramp and guide shack.

Starting on October 16, and ahead of winter conditions that began on November 3, 2017, the following improvements were completed;

1. ADA Parking with porous gravel paving
2. Accessible walkways
3. Concrete pad for Wash Rack and ADA Restroom
4. Driveway base rock and compaction During Spring months of 2018, and ahead of Summer operations, the following will be completed;
 - Guide Shack
 - Loading Ramp
 - Restroom Surround
 - Wash Rack posts

Board Approved Improvement Budget = \$ 200,000 (DF)

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Base rock and compaction along driveway from ACAC parking lot to round pen and guide shack.

ADA Parking Pad, with porous gravel paving



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ADA Restrooms – Concrete form, pour & backfill

Wash Rack – Concrete form, pour & backfill

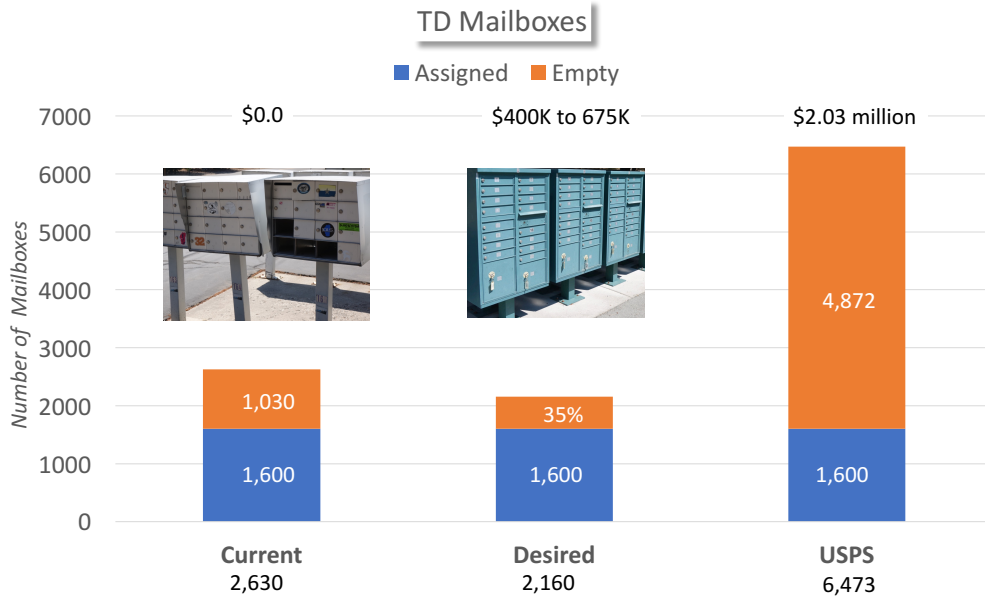


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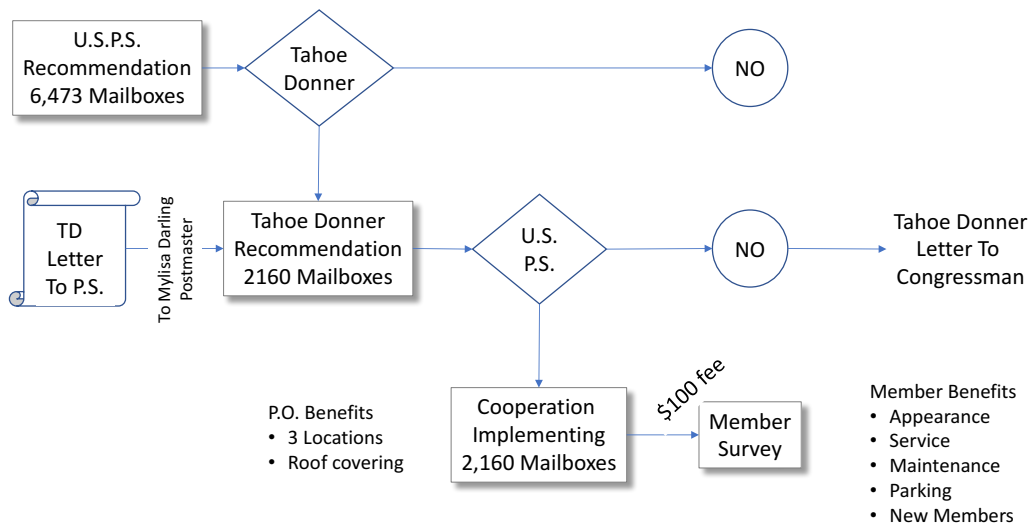


11/11/17

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1

Only one Mailbox solution acceptable to Tahoe Donner



11/11/17

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2

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October 20, 2017

Mylisha Darling Postmaster USPS Truckee 10050 Bridge St.

Dear Ms. Darling,

As you are aware Tahoe Donner needs to replace our aging and non-repairable cluster mailboxes. Tahoe Donner currently has 6473 properties of which approximately 15% are primary residences. The other 85% are mostly second homes where owners generally don't receive mail. We currently have about 2600 mailboxes in four locations, of which about 1600 are in active use and 1000 are vacant. While we have a notable number of vacancies, the USPS sequencing requirement has precluded a number of residents from obtaining a cluster mailbox. Additionally, because of the poor condition of the existing cluster boxes and lack of weather protection mail is sometimes wet, doors frozen shut, and TD residents and your carriers are subject to hazardous conditions resulting from snow and ice in the winter.

To rectify these problems Tahoe Donner proposes to install new mailboxes in roofed structures at three locations; Zurich, Hansel and Alder Creek. A roof structure cannot be constructed at the TD maintenance yard location because the cluster is located in the town right of way. Those mailboxes would be relocated to one of the other cluster locations.

In our previous communications, you have indicated that the only option acceptable to the USPS is to install a mailbox for every property. This would result in installation of 4300 mailboxes which will never be used and increases the cost to Tahoe Donner by \$1.35 million. Tahoe Donner is unwilling to incur this unnecessary expense and proposes to install approximately 2160 new mailboxes (1600 plus 35% spares). Future sequencing issues can be minimized by careful placement of spares and minor resequencing when necessary. The USPS and TD residents will both benefit from having new mailboxes protected from the weather and current sequencing problems will be remedied.

We realize that Tahoe Donner's proposal cannot be implemented without USPS concurrence and cooperation and unless approval is received, Tahoe Donner will not proceed with replacement of the cluster mailboxes. Tahoe Donner would like to move forward with this project and welcomes any thoughts or ideas you may have. Please contact Tahoe Donner's director of capital projects, Forrest Huisman (530 587-9487; or FHuisman @ tahoedonner.com) if you have any suggestions that will help us develop a mutually agreeable plan.

Sincerely,

Rob Etnyre, General Manager, Tahoe Donner

Michael Sullivan, Chairman, Tahoe Donner General Plan Committee

CC: Forrest Huisman

MEETING MINUTES

TDGF Committee Meeting –November 7, 2017 3:00-4:50 PM.

Members Present: Jeanette Fagerskog, Suzanne Sullivan, Dick Gander, Katie Veni and Linda Slattery. **Guests:** Ashley Cooper from TTCF, (and potential new member) Tim Pelligrini. **Board member:** Jeff Conners.

Location: MEADOW ROOM – NORTHWOODS CLUBHOUSE

Discussion and Results

1. Committee Membership: Marty Podesta is interested in helping with a donor reception next summer. Details to be developed. Tim Pelligrini attended and expressed interest for both he and his wife.
2. Minutes –No additions or corrections were made to the minutes.
3. Treasurer’s report: Dick reported that 2017 grants have been moved to the grant fund. Our balance is \$24,461, grants paid is \$67,536, investment income of \$13,570.
4. Communications – guest Ashley Copper from TTC
 - a. extensive discussion of communications ideas was held. Key points included:
 - Website – need to revisit and update. Will look at a way to divide and conquer. Also will try to repurpose content.
 - E-blasts – we should think in terms of themes throughout the year and plan ahead. Some small, some larger themes with links to other content tied into TDNews and other events.
 - Articles to highlight community contributors were recommended by Ashley.
 - Ashley recommended talking with TTCTV about making short videos for our use. Use with Facebook or other social media, on TD TVs and website. Perhaps highlight our grantees.
 - Ashley would like to feature some of our content in the TTCF Newsletter and create cross links
 - We should revisit the New Owner Package and ensure we have proper content there.
 - Look for ways to leverage other TD events – concert, Truckee Thursday bus. Some events are too big or people are distracted to receive much of a message and so are of limited value.
 - Look for ways to engage children. Coloring pages at the restaurants, Contest sponsored by TDGF to get folks engaged.
 - Seek volunteers for specific tasks – people willing to volunteer for small things without commitment to serving on the committee. Leverage task force concept.
 - Create an “Event Kit” with everything a volunteer needs to serve at an event.
 - b. TD News Plan – not discussed. Dick with create a strawman for email discussion.
5. Annual Dinner 2018
 - c. Date and Venue – July 11, 2018 in the Tent. Suzanne has us on the calendar with Jeff Jack and Mike Peters. Reasons for moving to summer: Separate from the Annual

Appeal – October is too close and week after July 4 means there will be lots of people in town.

- d. Chair – Suzanne will chair the dinner, sponsor/supporter acquisition, interface with TD Food and Beverage and Marketing, and graphic arts for posters. Jeanette will chair the auction with assistance from Linda. Katie will do the decorations but needs help.
6. Donor Reception – Details to be developed. May look at either late June or early August. Need to avoid conflict with Annual Dinner. Should be in the form of a ‘thank you’ rather than a solicitation event. The porch or grotto would be nice locations. Suggestion that we include donors of \$200 and up.
7. Committee Roster
 - e. Katie announced she will be leaving the committee. She is getting more engaged with the Truckee Roundhouse.
 - f. Jennifer Jordon is looking to return to Truckee but her plans are up in the air, so we will remove her for now.
 - g. Tim expressed interest and will get back to us.
8. Scholarships not paid. Katie reported contact with the High School contact that Luis was having trouble getting in his paper work for the scholarship. Dick reported that the other student had not yet completed hers either. Katie will follow up with the students and TTCF staff to get this worked out.
9. We will ask TD to direct \$1,500 to petty cash from dinner proceeds.
10. The meeting was adjourned at 4:50pm

Next Meeting: December 5th, 3-5 PM, Meadow Room Northwoods Clubhouse.