



**Covenants Committee Meeting Minutes  
For August 10, 2017**

**MEMBERS PRESENT:** Fred Zapponi, JoAnn McDermott, Len LeClerc, Lou Ashcraft

**ALTERNATES PRESENT:** Don Ermak

**TDA STAFF PRESENT:** Darren Davis, Annie Rosenfeld

**OTHERS PRESENT:** -

Teleconference: Stan Bienus, Mark Kelley, Matt Nelson,  
Merritt Weisinger

**CALLED TO ORDER:** 3:00 PM

**MEMBER COMMENT:**

No member comment.

Annie Rosenfeld, Director of Risk Management and Real Property, commented that she is working with the IT department on the Committee Sharepoint site development.

**HEARINGS:**

- o 3:05pm 01/413
- o 3:45pm 03/080

**ACTION ITEM: Covenants Committee Alternate Member Appointment**

Discussion occurred and the Committee unanimously voted to support and recommend Stanley's application and appointment to the committee.

Future Committee Agenda Item: Committee requested Green Bags as a discussion agenda topic at the next meeting.



**TDA Elections Committee Minute**  
**Tuesday, August 8, 2017**

Attendees: Bette Rohrback, Karolyn Gander, Courtney Murrell (task force member), Megan Rodman. Guest - Brent P. Collinson, Esq. - Inspector of Elections

1:00 - 2:00 PM - Consultation with Brent Collinson, Inspector of Elections

The Committee met with Brent and updated him on our process post election to gather feedback from candidates and staff about the 2017 election campaign. We also reviewed the report that was given to the Board at the July 29th meeting including next steps.

We then posed questions to Brent that came up for as as we began the process of identifying specific changes and or/clarifications that we would like to recommend to the Board and the Membership for the upcoming election cycle.

Candidate Packet - changes we are proposing. Any issues?

We plan to develop a document that clearly defines what is OK and what is NOT OK during the campaign. It would be titled "Fair Campaign Practices". This will include solicitation activities (signs, flyers, face-to-face meetings, etc.) Would this document be included in revised Election Rules or is it more procedural in nature? We'd like it go out to the membership during the 45 day comment period and then be approved the Board.

**Answer:** Not technically Election Rules as defined by Davis-Stirling. It can be developed as a procedural document and included as an attachment for the 45 day comment.

We're planning to change the application to include only the candidate's identifying information, copy of their deed, and Conflict of Interest statement. The , "Why are you interested in running for the Board, etc. questions would be shared in a video introduction.

**Answer:** Not a problem.

The packet would also include a Code of Conduct and Ethics. which we would like to require that the candidate's sign. Questions re: this document:

Code of Conduct and Ethics

Can we require candidates to sign this document?

**Answer:** No. Signing is voluntary, although we can strongly encourage it. If a candidate chooses not to sign we can communicate that to the membership via a published list of those who did sign it.

What happens to candidates surrogates who don't follow the Code of Conduct? Candidates are responsible for the actions of their team?

**Answer:** If the candidate signs the Code, it specifically states that they will 'not permit' activities, which points to surrogates. If they do not sign and a surrogate engages in behaviour that results in a complaint, that complaint would be investigated by the Election Committee and action taken similar to that outlined in the proposed mechanism that is outlined below.

Should BOD be notified by the Election Committee of failure to follow the rules? Will evidence need to be provided? What are the consequences and who is responsible for acting on them?

**Answer:** Proposed mechanism - questions about candidate conduct would be addressed to the Election Committee. The Committee would investigate the allegation and determine if it has merit. If so, the complaint and findings would be forwarded to the Board and posted on the Election Committee website for the membership to see. Consequence would therefore be 'public shaming'.

Solicitation - planning to dovetail with TD-wide solicitation policy being developed by Architectural Standards. Ours will be specific to Elections and include things like signage, flyers, face-to-face discussions with members.

Our intent is to define 'personal space' which would prohibit candidates from trying to engage members while they are, for example, dining at the Lodge, working out at Trout. Thoughts on how to do that.

**Answer:** Refer to Covenant's document that defines unreasonable annoyance or nuisance.

### Member Voting Logistics

Can we use an envelope sleeve vs an envelope for the ballot?

**Answer:** No. Davis-Stirling specifies *sealed* ballot envelope.

2:00 - 3:00 - Committee meeting

Feedback to interviewees - Megan will provide a copy of the Board Presentation power point to each individual interviewed, indicating that work on revisions is proceeding as delineated on the timeline.

ASC meeting - Karolyn and Courtney will attend and represent our questions/issues.

Editing of Code of Conduct and Ethics and Fair Campaign Practices was begun.

**TDA Elections Committee Minutes**  
**August 22, 2017**  
**1:00 PM - 3:00PM**

**Present:** Bette Rohrback, Karolyn Gander, Courtney Murrell (taskforce), Megan Rodman

Minutes of the August 8 meeting were reviewed, revised and approved for inclusion in the August Board Packet.

The Fair Campaign Practices and Candidate's Code of Conduct document drafts were reviewed and edited with changes needed after Karolyn and Courtney attended the ASO meeting on August 9. It was determined at that meeting that Davis-Stirling puts significant restrictions on the Association's right to limit solicitation due to the 'open nature' of our Association. The documents, which are intended to be included in the Candidate Packet, were revised and will be submitted to TD legal counsel for review before we submit recommendations to the Board.

We discussed our Elections Committee report to the Board for the September 2, 2017 meeting. It was decided that at this juncture we would brief the Board on our progress to date and hope to do a more in-depth presentation at the September 23rd meeting after we have received feedback from legal counsel.

Since we are planning to do 3 formal Elections Committee sponsored "Meet the Candidates" activities for the next election cycle, we selected dates and locations for those sessions in order confirm availability of TD facilities well in advance. Planned dates and activities are:

May 19, 2018 - Meet and Greet at the Lodge - 6:00 PM - 8:00 PM  
May 27, 2018 - Candidates' Night at NWCH - 6:00 PM - 9:00 PM  
(Time allowed may change depending on number of candidates.  
This is the Sunday of Memorial Day week-end)  
June 9, 2018 - Meet and Greet at NWCH - 6:00 - 8:00 PM

Scheduling of next meeting deferred until we have a response from legal counsel.



## **FINANCE COMMITTEE MEETING REPORT: August 10, 2017, NWCH**

### **ATTENDANCE:**

Members present: King, Stang, Hunter, Ravano, Eyton-Lloyd, Dundas, Anderson  
Members absent: Disbrow, Leibow, Johns  
Staff Present: Salmon, DFA; Etnyre, GM; Rodman, Staff  
TD Board member: Bonzon  
GPC Liaison: None  
TD Member: Murrell, Colbert

### **AGENDA ITEMS:**

**A.** Call to order; 3:00pm, quorum present

**B.** Member comments – King thanked Dundas, Leibow, Eyton-Lloyd and Stang for their work on the Assessment Policy that was recently approved by the TD Board

**C.** 8/10/17 Agenda and 7/13/17 minutes approved 7-0 (Anderson 1<sup>st</sup>, Stang 2<sup>nd</sup>)

**D. Review of July Financial Results** – Net Operating Results (NOR) for July are expected to be \$15,000 better than budget but \$95,000 behind last year. After a slow June, results are starting to pick up. TD had record revenues for the month of July. Notable results are as follows:

- Golf NOR results were \$36,000 below budget. This is the result of lower revenue and higher costs (timing between months).
- The Lodge, Trout Creek and the Marina NOR results were all well above budget. A total of almost \$60,000.
- Pizza on the Hill NOR was \$10,000 below budget.
- Forestry expenses were \$27,000 more than budgeted due primarily to winter clean up.

Year to date results show a Net Operating Result that is \$1,072,000 ahead of budget, but \$79,000 behind last year's results.

*The FC wants to thank Mike Salmon and his team for getting the July results ready in time for our meeting, as they have been short staffed for 2-3 months.*

**E. 2018 Budget – Strategic Assumptions** – Salmon provided to the FC, prior to our meeting, a detailed Draft presentation of Budget Planning Guidance for the July TD Board meeting. This was a high-level presentation of Strategic Planning Goals; Historic Financial Information; Key Economic and Regulatory Operating Assumptions. Based on our lengthy discussion, it appears that the goal of no assessment increase for 2018 is within reach.

Our September FC meeting will be extended to include a three-hour session to review the detailed 2018 budget. Salmon indicated that he can get the draft budget to FC members prior to the meeting so we will have a chance to review.

We had a short discussion about Zero Based Budgeting which has become a recent topic of conversation. It is the strong opinion of the FC that this is not an appropriate method of financial planning/budgeting for TD.

**F. Mid-Year review of Finance Committee 2017 Tasks and Goals** – King reviewed the status of the FC's 2017 List of Tasks and Responsibilities to make sure we were on track to complete them. We are performing our regular tasks on a timely basis and expect to continue that through the rest of the year. In addition:

- This is the year that our current agreement with our Auditors expires. We will review next month whether we want to go out for bid or renew our agreement.
- We have completed one of the three Financial Policies that need to be updated. We expect that the other two will be completed before year end.
- The compensation study is in progress and will be completed.
- We have asked for additional clarification regarding the long-term TD Financial Overview Communication document.

**G. Capital Funds Projections Q2 Update** – As we do each quarter, the FC reviewed activity in the Development Fund. Expenditures in the DF are projected higher than budget this year due primarily to the unexpected need to acquire three generators at a total cost estimated initially of \$345,000 (now after engineering cost estimate is \$445,000). The TD Board approved proceeding with the permitting and engineering of these generators at their April meeting. There are still some expenditures that have been budgeted, but where no money has been spent yet, with possibility that these expenditures could be delayed until future years. The fund balance for end of 2017 projection of \$3.2 million includes the \$1.8 million transfer in from operating fund, approved by board in June.

**H. Review of Investment Policies** – The FC has the responsibility to periodically review the Investment Policies of TD. Salmon led a discussion regarding the policies and results. Two of the FC members provided considerable input regarding TD's results and how they compare to large outside funds and whether they are prudent for our size and type of organization. After a detailed discussion, the FC agrees with and is supportive of our current Investment Policies and are of the opinion that our current practices are very sound.

**I. Agenda Items for September 14<sup>th</sup> meeting**

- a. 3 Hour Budget workshop
- b. Review of timing of remaining two policy updates
- c. Discussion of Auditor renewal

**NEXT MEETING DATE:** September 14th, 2017, 1:00 pm, NWCH

**ADJOURNMENT:** 5:02 pm; (Dundas 1<sup>st</sup>; Hunter 2<sup>nd</sup>) Approved 7-0  
Prepared and Submitted by: Art King, FC Chair

# Tahoe Donner General Plan Committee

## Monday, Aug 07, 2017 meeting Minutes

### Location and Time

NWCH Mezzanine at 3 PM

### Call to order:

The meeting was called to order by John Stubbs at 3.00PM

### Attendees:

ORGANIZATION	NAME	HERE	NOT
GPC Committee:	Michael Sullivan, Chair -By conference phone	x	
	Nan Meek, Co-Chair - By conference phone	x	
	Jim Beckmeyer -	x	
	Michael Fajans -	x	
	John McGregor -	x	
	George Rohrback -	x	
	John Stubbs -	x	
	Tom Johns-	x	
Board Liaison:	Jeffry Connors, Director	x	
Finance Committee Liaison	John Dundas -	x	
Tahoe Donner Association	Robb Etnyre, General Manager -		x
	Forest Huisman, Dir. of Capital Projects -	x	
	Megan Rodman, Executive Assistant -	x	
	Mike Salmon, Dir. Finance	x	
	Miguel Sloane, Dir. Of Operations	x	
Guests:	Don Koenes	x	
	Jim Colbert	x	
	Courtney Murrell	x	
	Michael Bledsoe	x	

### Approval of Minutes

John Stubbs called for approval of the minutes of the last meeting. A motion was made and seconded to approve the minutes as written. Motion passed by unanimous vote.

Member Input.      None

### New Business:

**Two Action Items Recommended by the GPC for Sept 2, 2017 Board Agenda:**

#### **Motion made and seconded:**

**Equestrian Task Force recommended that the GPC approve completion of the Equestrian Center Relocation, Phase 3, as outlined in the appended Task Force Report attached to the Aug & GPC report, for presentation to the Board of Directors for consideration of approving funding for completion of Phase 3 at the Sept 2, 2017 Board meeting.**

**Motion passed with unanimous GPC vote: 8 yes, 0 no, 0 abstain.**

## Tahoe Donner General Plan Committee Monday, Aug 07, 2017 meeting Minutes

### Motion made and seconded:

**Trout Creek Recreation Center Space Reallocation Task Force asked that the GPC make a recommendation to the Board for their consideration at the Sept 2, 2017, Board meeting, for allocating Development Funds to pay Sitaline and Mt. Lincoln to provide the additional construction cost estimates for adding 670 sq ft of external space to the Trout Creek Recreational Center building.**

**Motion passed: 7 yes, 0 no, 1 abstain** (later discussion after the meeting determined to discuss the further at the Sept. 11 GPC meeting)

### Updated list of Potential Capital Projects:

See list presented on the website along with the list of Current and Future Capital Projects to be discussed under Association Master Plan

### 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 – Nan Meek**  
A Report from the Task Force is appended to this report.

#### **Task Force Recommendation**

The Equestrian Center needs to be completed for member use, safety and operational efficiency. The scope of work has been reduced to bare-bones, basic requirements of a very basic equestrian center. The cost has been derived from year-old triple bid pricing adjusted for cost increases related to inflation and scarce contractor availability which drives up pricing. The window of opportunity for meeting the June 18, 2018 county deadline is short and rapidly approaching, imparting a sense of urgency to the project.

For all of these reasons, the task force recommended that the GPC approve this project for presentation to the Board, for its consideration of funding approval at the next Board Meeting on September 2, 2017. The recommendation received a unanimous vote of approval from the GPC members.

- **Employee Housing – Fajans**  
A Report from the Task Force is appended to this report.
- **Trout Creek Space Reallocation – Stubbs**  
TCRC Space Proposal Task Force met Thursday, Aug 3, to discuss input from the July 28 Member Forum, additional Members' comments received by Amenity Staff, Comment Cards, and Staff recommendations. The conclusion of this was that combining free weights, stretching and motion exercise routines in the same area (the current Kid's Club room) had a number of drawbacks. The Task force unanimously recommends that Sitaline and Mt. Lincoln Construction be asked to include in the Construction Documents they are currently preparing, a cost estimate of adding the additional 670 sq

## Tahoe Donner General Plan Committee Monday, Aug 07, 2017 meeting Minutes

ft external space outlined in the Todd Mather Feasibility Study. This would require additional Development Funds to be approved by the Board. The DCP estimates that this would be on the order of \$15,000. Once the construction cost was determined, it would then be a Board decision as to whether or not to add this addition to the current space reallocation proposal, if the Board were to approve going forward with the current proposal after phase 1 and phase 2 construction costs were obtained.

Therefore, the Task Force asks the GPC to make a recommendation to the Board for their consideration at the Sept 2 Board meeting for allocating Development Funds to pay Sitaline and Mt Lincoln to provide the additional construction costs for adding 670 sq ft of external space.

- **Cluster Mailbox Consolidation – Rohrback**

A Report from the Task Force is appended to this Report.

- **Downhill Ski Area Study – Beckmeyer**

The Downhill Ski Area Task Force's most recent meeting was on Friday, August 4th. The majority of the time was consumed by Ecosign, our consultant, presenting their progress to date. All work is developed on baseline data provided by the TD Staff. Ecosign's process is based on a data driven bottoms up approach. Slides included data tables portraying our current lodge square footage and recommended lodge sizing, by functional area, based on market data and industry standards; maps portraying the DSA, slopes, and solar radiation patterns; terrain capacity analysis; base slope and design analysis, including base slope alternatives; parking analysis; and a couple of summary charts that portray our capacity imbalances from the base staging area through the lodge to lifts and trails. Weekly check in conference calls will continue to be held with Forrest (lead), Miguel, Michael, and Jim, as Ecosign prepares for their in-person presentation at the September 11th GPC meeting. Ecosign is partnering well with this sub-team, as represented by the successful task force conference call held on August 4th

- **Association Master Plan – Sullivan**

Michael Sullivan presented the Association Master Plan (AMP) for GPC approval. This plan had previously been presented for Board approval in July but was deferred in order to allow the new board to approve and support it.

The Board liaison to the GPC, Jeffrey Connors, indicated that although he could not speak for the whole board, he personally could not support the AMP as currently written because he could not agree to the future state vision. In particular, he did not agree with the list of projects that was presented in the Appendix. Michael pointed out that this was not a prioritized list of projects but merely a suggested list of projects that might be considered. The prioritization of projects is part of the Board-approved Capital Projects Process (CPP). The CPP and the AMP are separate (but related) documents.

## Tahoe Donner General Plan Committee Monday, Aug 07, 2017 meeting Minutes

Michael stated that he would re-constitute the Task Force that had written the CPP in order to update it to meet current needs. The original CPP was intended to document the process that was in use a year ago, however, the Board has indicated an increased interest in member input and a dissatisfaction with the Capital Funds Projection (CFP), which is generated within the CPP. The CPP and CFP will be examined and edited as necessary to ensure that they meet the current needs of the Association. The “future state” portion of the AMP will be re-examined and re-submitted for approval at the next meeting.

### ▪ **Communications Task Force – Meek**

1. The new Tahoe Donner News format for reporting capital projects updates is now in print and online. This format provides more information as well as a link to sign up for the new blast, Capital Projects Update.
2. The first issue of the Capital Projects Update Eblast is planned for mid-August, to include capital projects updates from the August GPC meeting. Member blasts have, and continue to, publicize the Capital Projects Update and provide a link for sign-up.
3. Support for Trout Creek Rec Center communications and outreach is ongoing.

### **Post Project Review Process**

*The following projects are complete. Post project review documents have been prepared for Alder Creek Storage, Summer Trail Grooming, and Poolside Locker Room Remodel.*

- *Alder Creek Adventure Center Storage – Huisman*
- *Association Master Plan - Sullivan*
- *Summer Trail Grooming – Huisman*
- *Trout Creek Poolside Locker Room remodel – Huisman*

The GPC members have received Post Project Review documents prepared by Forrest Huisman, Director of Capital Projects for Alder Creek Storage, Summer Trail Grooming and Trout Creek Poolside Locker Room remodel. Forrest presented summaries of these. After discussion that one objective of future PPRs would be to emphasize lessons learned for future project improvement, the GPC members approved these three as well done and recommended their submission to the Board and entry into the TD Web site.

### **Adjournment:**

The meeting was adjourned at 5:05PM

### **Next Meeting:**

Sept. 11, 2017 at 3PM at NWCH Mezzanine. This meeting was moved to the second Monday due to Labor Day.

## Tahoe Donner General Plan Committee Monday, Aug 07, 2017 meeting Minutes

### **Appended Task Force Reports:**

#### **Employee Housing Task Force Report:**

The TD Housing Task Force meet on August 7th from 2 to 3pm. Staff members present were Mike Salmon, Miguel Sloane, and Forrest Huisman. Task Force members were Michael Fajans, John Dundas, Jim Colbert, Don Koenes , and Courtney Murrell. Michael Sullivan participated by phone.

Per our conclusion that many members do not understand nor support a program of employee housing at this point, we discussed how to make the case that there is a significant and growing problem hiring temporary employees because of the shortage of affordable short-term housing. Miguel Sloane spoke about operational problems finding both winter and summer temporary employees because of the housing shortage. TDA has used one Association-owned house and has leased 5 additional houses to provide short-term housing. This is necessary particularly to house the 50 or so temporary ski hill and food service workers who come on J1 visas. They have no knowledge of the local housing market, no references, no social security numbers, and thus cannot possibly find housing on their own. To date, the program has not required a significant subsidy, but it does consume a great deal of staff resources to find the houses, administer the program, maintain and repair homes after the season, etc. However, because of the growth of short-term rentals, facilitated by VRBO and Airbnb, it is becoming more difficult to find houses to lease longer-term.

The Mountain Housing council (sponsored by TTCF) and Town are also exploring solutions to the employee housing problem. Forrest Huisman showed some pictures of duplexes Martis Camp has built for employees, and the Airport District has just entered an agreement with a developer to subsidize 22 units of three bedroom homes.

There was discussion about building housing for employees within Tahoe Donner, the constraints on the Association not being able to finance housing (must do all cash transactions) and the desirability to work with others on a regional solution. There is also member concern that having temporary employee housing within TD might result in "party houses" which would not be good neighbors and in contravention of the single family concept of the overall Association.

Forrest Huisman agreed to develop information on possible sites for development nearby TD but outside the Association's footprint but in Truckee, such as behind the Dickson office Northwoods Blvd and Donner Pass Road, or the site of the abandoned building behind the chevron gas state across the freeway near the Coldstream Canyon access.

Miguel Sloane will develop a short memo providing more information on the need for employee housing to facilitate hiring. Without future steps to facilitate employee housing, there is growing concern that member service will deteriorate because of inability to hire winter employees for the ski hill and food services, and summer employees at food

## **Tahoe Donner General Plan Committee Monday, Aug 07, 2017 meeting Minutes**

services, the marina, and the forestry and maintenance departments. It may be necessary to curtail some services if employees cannot be found.

### **Cluster Mail Box Task Force Report:**

Currently in Tahoe Donner there are 2630 mailboxes in four locations, approximately 1600 in use and 1000 not used. About 20 members have been forced to receive mail at boxes in the downtown PO because of sequencing problems. The current boxes are old and many are in bad condition, leak, and freeze shut in winter. Boxes are mounted in pedestals, 16 boxes per pedestal and two package boxes per pedestal. Replacing a pedestal costs \$200/ mailbox. Cost of constructing roof coverage is estimated at \$150/ sq ft. An estimate 12 sq ft of coverage is required for a pedestal. The cost of a new 16 box pedestal under roof is \$5000 (about \$313/ mailbox). If a mailbox were installed for all 6473 Properties, the cost would be \$2.02 M. The Task Force recommends installing 1600 mailboxes to meet current use plus 35% extras, a total of 2160 mailboxes on 135 pedestals under roof at an estimated cost of \$675 K, a savings of \$1.3 M. The Task Force also recommends locating covered mailboxes at three current mail box locations, Zurich, Hansel and Alder Creek to replace the existing box clusters, and closing the cluster on Northwoods by the Maintenance Yard. The Task Force suggests that members wanting a TD cluster box pay a one-time only fee of \$150.00 with the balance funded from RRF,

The Task Force would like to receive indication of support for these recommendations from the Board of Directors, contingent on receiving member support, prior to moving forward with a Town Hall meeting for member discussion and a Tahoe Donner News article

### **Equestrian Center Relocation Task Force Report:**

The Equestrian Center Task Force presented the plan outlined below for completion of the Equestrian Center, which includes required ADA items and three items that the equestrian members of the task force regard as essential needs for safety and functionality: wash rack, loading ramp and guide shack, all of which were included in the original relocation plans.

Further, the task force recommended that construction be completed this fall to ensure that Tahoe Donner meets the county's June 18, 2018 permit expiration deadline.

After discussion, the GPC unanimously voted to approve the project plan and send it to the Board for consideration of funding approval at their next Board Meeting on September 2, 2017.

### **Project Objective**

The Equestrian Center, an original deeded amenity, needs safe facilities of at least basic quality for the continued use and enjoyment of members who are equestrians as well as non-equestrian members who enjoy this amenity with their children, grandchildren and guests.

## Tahoe Donner General Plan Committee Monday, Aug 07, 2017 meeting Minutes

Originally, when construction of the ACAC displaced the equestrian facilities and created the need for this relocation project, members were promised that “the rebuild would be better than the previous equestrian center and up to the high standards of Tahoe Donner”.

Eventually, the relocation project was broken into three phases when it became evident that its \$500K budget, established before the scope of work was defined, was insufficient to complete the project as designed. This project pre-dated the GPC’s current Capital Projects Process, which now establishes the scope of work and schedule before determining the project budget.

With respect for the competing funding needs of numerous capital projects, the task force reduced the completion plan to include only those elements which the equestrian members of the task force consider essential needs for safety and efficient operations.

### Scope

Essential needs for safety and efficient operations include solutions to currently insufficient features:

- Wash rack with uneven surfaces where boarder and TD operations horses receive care from farriers and veterinarians and where safety of horse and handler is critical.
- Loading ramp, designed for short-term use, is used by unskilled riders for mounting TD operations horses for trail rides and lessons, and due to use by inexperienced riders especially needs to be sturdy and safe.
- “Guide shack” storage for TD operations tack and equipment is currently in an old, unsightly metal container whose appearance undermines member and public perception of the entire Adventure Center.
- ADA parking, walkways and restroom are needed to meet code.

Other elements of the original “Phase III” which are not considered essential to safety and efficient operations have been eliminated from the scope of work. The items listed above include only the basic, bare-bones needs for a safe and efficient equestrian operation.

### Spend

This “ballpark cost estimate” has been extrapolated from costs originally obtained in 2016 through a triple-bid process. Recognizing that inflation, competition for contractor services, and other factors will have raised costs since then, the task force added a 15% cost increase factor to the 2016 bid costs for purposes of this recommendation.

<b>SCOPE OF WORK – August 2017</b>	<b>ESTIMATE</b>	<b>COMMENTS</b>
ADA parking & walkways	\$50,000	2016 bid cost
Slab for ADA restroom & protective fencing	\$10,000	2016 bid cost
Wash rack for boarders and operations	\$8,000	Design simplified to lower cost by 1/2
Loading ramp for operations	\$32,000	2016 bid cost
Guide shack for operations	\$21,000	2016 bid cost

## Tahoe Donner General Plan Committee Monday, Aug 07, 2017 meeting Minutes

<b>SUBTOTAL</b>	<b>\$121,000</b>	
Increase factor from 2016 triple bid costs	\$18,150	Estimated at 15% of subtotal
General conditions	\$19,360	16% of subtotal; same % as 2016 bid
Contingency, agency fees, inspections, etc.	\$10,890	9% of subtotal; same % as 2016 bid
<b>TOTAL</b>	<b>\$169,400</b>	

Items categorized by usage:

- ADA requirements = \$60,000
- TD operations (guide shack, loading ramp) = \$52,000
- Boarder & operations (wash rack) = \$8,000
- Soft costs (contingency, fees, etc.) = \$48,400

### Schedule

With a county permit extension (the project's second extension) that expires on June 18, 2018, there are only two short windows of opportunity for completion:

- Fall 2017 from the close of equestrian operations until snowfall (a longer, preferred window)
- Spring 2018 from snowmelt to nesting bird restriction date (a much shorter window)

Because the spring window is typically much shorter, and has in the past been so short as to prevent planned construction activity, the task force strongly recommends the fall timeframe for execution of this project.

Contractors are very busy at the present time, with more work than there are contractors available, and getting a contractor to do the project will present a challenge.

### **Task Force Recommendation**

The Equestrian Center needs to be completed for member use, safety and operational efficiency. The scope of work has been reduced to bare-bones, basic requirements of a very basic equestrian center. The cost has been derived from year-old triple bid pricing adjusted for cost increases related to inflation and scarce contractor availability which drives up pricing. The window of opportunity for meeting the June 18, 2018 county deadline is short and rapidly approaching, imparting a sense of urgency to the project.

For all of these reasons, the task force recommended that the GPC approve this project for presentation to the Board, for its consideration of funding approval at the next Board Meeting on September 2, 2017. The recommendation received a unanimous vote of approval from the GPC members.

## MEETING MINUTES

**TDGF Committee Meeting –August 1, 2017 3:00-4:10 PM.**

**Members Present:** Jeanette Fagerskog, Pamela English, Suzanne Sullivan, Dick Gander, and Lois Ermak

**Location: MEADOW ROOM – NORTHWOODS CLUBHOUSE**

### Discussion and Results

1. Committee Membership: Marty Podesta volunteered. She is available during the summer. Let's determine where she could be most effective.
2. Minutes –No additions or corrections were made to the minutes.
3. Treasurer's report: Dick reported that two TD board members contributed \$1000 each raising our total to \$31,324.00 minus our two scholarships.
4. TD News Articles
  - a. September issue: We will include the poster for the Annual Dinner.
  - b. October issue: We will plug the year end campaign and have a small add for the Dinner. Suzanne, Lois and Jeanette will prepare this.
  - c. November issue: Recap of the Dinner results, mostly pictures. Suzanne, Lois and Jeanette will write article. Katie will take pictures at the event.
  - d. December Issue: Summary of grants made. We will decide who writes the article based on who is part of the grant process.
5. Truckee Thursday Bus Stop – Report on result- We are increasing awareness of the TDGF. Dick reported that they had a good response on July 20<sup>th</sup>.

Date	Primary Person (Have banner & material)	Second Person
August 3 <sup>rd</sup>	Katie	Lois

6. Bingo – We cancelled our bingo participation at Pizza on the Hill, because Katie and Pam noted that people want to eat their dinner in peace without being educated about TDGF.
7. Annual Dinner: planning report
  - a. Ticket sales:
    - i. Ticket sales start August 15<sup>th</sup>. We are using Brown Paper Tickets.
    - ii. There is a \$4.49 charge/ticket by Brown Paper Ticket. After discussion, it was decided to pass that cost on to the attendees. The cost will be \$100 + \$4.49/ticket for handling. We may revisit this decision when we review the results of the dinner and hear the participants' response.
  - b. Promotional Tickets: Suzanne requested that we give 1 free ticket to each of our sponsors. That would add 5 or 6 people in addition to our 100 participants. She

and TD have determined that a small extra table can be added to accommodate the additional people.

- b. Auction- We have a good variety of items for the auction.
  - c. Promotional Material- Poster and other items were designed by Suzanne and Mike English and the design was approved by the committee.
  - d. Table decorations -Katie is handling the table decorations and wants to sponsor the table decor. She asked for a mention in the program that "Table centerpieces designed and created by Katie Veni at Truckee Round House," giving recognition to our new maker space in town. That request was unanimously approved by the committee. She is going to produce 100+ laser-engraved coasters with Tahoe Donner Cares logo made from the birch logs brought from the Bay Area.
  - e. Promotion:
    - i. Suzanne will get the materials finalized and printed.
    - ii. After August 15<sup>th</sup>, Pam will:
      - 1. Locate posters at TD, Tree House, Depot, Community Foundation
      - 2. Post notices on Facebook, Next Door, and in TD email blast
    - ii. TV-Marketing- Dick will arrange with Marketing and Pam will work with Suzanne on wording.
  - f. Wrap up Meeting on October 17<sup>th</sup>. We will have a special meeting on October 17<sup>th</sup> to review the results of the Dinner. Dick will check if Meadow Room is available. If not, we can meet in central room at Northwoods.
8. Discussion on Grant Policy: Tabled until September meeting when Dick will report.
9. Bulletin Board update: Dick reported that a bulletin board has been ordered for our use and should be installed this month at Northwoods.
10. Update on July 29<sup>th</sup> TD Board meeting: The board meeting started at 9am and did not conclude until 7pm. Both Dick and Suzanne attended the meeting and commented on the discussion. They appreciated the generous donations from the two board members to the TDGF.
11. Discussion: Year End Campaign
- a. Prepare the same type insert this year as last year and insert with bill as direct mail. This must be ready by November 1<sup>st</sup>.
  - b. Make a separate appeal to existing contributors.
  - c. Prepare and send a letter a letter this summer to past contributors that have not renewed this year. Katie will draft letter. Suzanne will do the inserts.
12. The meeting was adjourned at 4:10pm

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



## Minutes from Tahoe Donner Committee on Committees

**Meeting Date: August 25, 2017, 3 pm**

**Location: Mezzanine, Northwoods Clubhouse**

Attendees: Michael Sullivan (GPC), Bette Rohrback (Elections), Fred Zapponi (Covenants), Rod Whitten (ASC), Dick Gander (TDGF), John Dundas (representing Art King, Finance) and Megan Rodman (TD Staff)

### **Agenda Items**

The meeting was held in response to the TD Board's recent request for the standing committee chairs to meet as a Committee on Committees (COC) and consider the following:

- Committee Charters
- Alternate vs. Full members
- Off Hill vs. On Hill members
- New vs. Old members
- Number of Members
- Committee term renewal cycle
- Duration of terms
- Committee Chair elections
- Measure of Effectiveness

Each point was considered as follows:

#### **Committee Charters**

The charters for all committees except for ASC were either written or revised after the passage of Board Resolution 2008-2. This policy lays out the rules under which committees are to operate and each charter reflects these rules. The ASC is established by the CC&Rs and By-Laws so it does not have a charter. There are differences between the charters where needed to comply with our governing documents (Elections and Covenants) or to capture the specific need of each committee.

It is the opinion of the COC that no action is required on this item for the following reasons:

1. The current charters represent consistency where possible and the differences are appropriate.

If the Board does revise Policy 2008-2, we encourage a statement be added to the effect that the committee chair should interview any candidate for appointment to a committee.

#### **Committee Term Renewal Cycle**

The Board asked that we consider changing the term renewal cycle from January to July.

It is the opinion of the COC that such a change is not recommended for the following reasons:

1. Newly elected board members should have an opportunity to get to know the committees, their members and tasks in more detail.
2. Several of the committees have calendars related to their tasks and such a change could impact those tasks.

#### **Alternate vs. Full members**

The committees are established with a number of full members and alternates. The typical convention is for new members to join as alternates and as full member positions open, to move up in seniority order. Full members can vote on resolutions. Alternates can vote if a quorum of full members is not present.

In the discussion, it is clear that voting quorums are essential to the function of both the ASC and Covenants committees as they are conducting hearings and otherwise enforcing rules on the



membership. The other committees rarely conduct formal votes as their work is typically conducted such that a consensus of the members is met. For all practical purposes, there is no difference between a full or alternate when it comes to committee work.

It is the opinion of the COC that no change to the existing structure is required for the following reasons:

1. The alternate role gives a committee member the opportunity to learn the workings of the committee and to better understand the time commitment required.
2. Each committee has examples of some members that prefer to be an alternate.

#### **Duration of terms and New vs Old Members**

These items are combined as they are related. Currently members are appointed to a term of 2 years and they may be reappointed without limit. The Policy 2008-2 clearly states that when considering appointments, a new person applying for a position should be given preference over a renewing member.

It is the opinion of the COC that no change is needed for the following reasons:

1. In practice, the committees rarely have all positions filled. The Finance committee is the only one that has all positions filled at this time.
2. Having experienced committee members is essential to smooth operations of the committee tasks.
3. Even when full, if a Chair receives a request to join the committee that person will be considered and may result in the Chair asking a member that has not been able to attend meetings if they would step aside in favor of a new person.
4. Should the case ever arise that a new application occurs when a full committee is being reappointed; the Chair should discuss the situation with the committee and recommend which member should be replaced.
5. A term limit of any kind would quickly drain the committees of the resources to do their work.
6. All meetings are open to the membership to attend.
7. In the case of the GPC in particular, there is plenty of opportunity for members to join a task force.

We would also point out that Policy 2008-2, paragraph 5 clearly states: "It shall be the responsibility of the Board to actively recruit new committee members".

#### **Off Hill vs. On Hill members**

Every committee desires a mix of members that represents a cross section of Tahoe Donner membership. In fact, all committees either have now or have in the past had both 'part-time and full time residents' as members.

It is the opinion of the COC that no action is required for the following reasons:

1. Tahoe Donner has one class of members and any member in good standing, with a few reasonable exceptions, may be appointed to a committee.
2. Again, committee rosters are rarely full so if a member wishes to join, they are welcomed.
3. Some committee work is difficult for part-time members and it requires a significant commitment for part-timers, but many do make it a priority.

We do request that the Board consider more advanced communication capabilities, especially for the ASC and Covenants committees, which would facilitate remote committee meetings.



### **Committee Chair elections**

Committee Chairs are elected by the committee members to one year terms. If no other committee members wish to take on the duties of the Chair, that person may be reappointed by the Board.

It is the opinion of the COC that no action is required on this point for the following reasons:

1. The committees elect their Chair, which is entirely appropriate.
2. Taking on the duties of the Chair is not something that is over subscribed. A hard term limit would impact the effectiveness of the committee.
3. In practice, committee chairs have rotated within reasonable times. For instance, since 2011, the GPC has had 5 different Chairs. All of the other committees have had Chairs change in the last few years.
4. The Board Liaison role is to help the committees meet the Board's goals. The importance of that role is often overlooked. That said, the Board Liaison is to represent the entire Board's wishes, not their own.

### **Measure of Effectiveness**

Every year in December, each committee submits a plan or agenda to the Board for the coming year's efforts.

It is the opinion of the COC that no action is required on this item for the following reasons:

1. The annual plan submitted to and approved by the Board is the basis for evaluating the effectiveness of the committee's work.
2. If the annual plans are not sufficient in some way, the Board should request changes.

### **Number of Members**

Changing the number of members of each committee was discussed. Some of the committee's number of members is established by our governing documents. Others are established by their charter.

It is the opinion of the COC that no action is required on this item for the following reasons:

1. The number of members was decided based on the work required.
2. In the case of the GPC, their process has developed over the past few years and the concept of task forces supplies the resources needed to accomplish their work.
3. Most of the committees have never or rarely approached full membership so additional openings would be just additional openings.

### **Closing**

Having met as requested, the COC concluded that unless there is further direction, we would not need to meet again.

Finally, we respectively request that the Tahoe Donner members in good standing that have applied for committee membership, meet membership requirements and have been recommended to the Board be approved without further delay.

The meeting adjourned at 4:10 pm. Minutes Prepared by Dick Gander