

# Tahoe Donner General Plan Committee – September 10, 2018 Meeting Minutes

## Time and Location

3 PM in the Northwoods Clubhouse Mezzanine Room on the first non-holiday Monday of each month.

## Call to order:

The meeting was called to order by the Chair at 3:01PM

## Roll Call:

	<b>GPC Committee:</b>		<b>Liaisons:</b>	<b>Tahoe Donner Association</b>	
Nan Meek	Michael Fajans	John Stubbs	Jennifer Jennings, Board	Robb Etnyre	Megan Rodman
Michael Sullivan	Rob McCray	ALTERNATES	Don Koenes – Board 2 <sup>o</sup>	Forest Huisman	Miguel Sloane
Jim Beckmeyer	John McGregor	Steve Miller	John Dundas, Fin. Com.	<del>Mike Salmon</del>	
	George Rohrback	Courtney Murrell			

Guests: Charles Wu, Karen Heitzman, Benjamin Levine

## Approval of Minutes

Nan Meek made a motion to approve the minutes of the last meeting. Steve Miller seconded the motion. The minutes were approved as written and will be posted on the TD website.

Member Input – There was none

## Finance Committee Liaison report - [Steve Miller](#)

Steve Miller reported on the last Finance Committee meeting.

## New Business:

- New Members

Karen Heitzman and Greg Hartwell have expressed interest in joining the GPC. I have interviewed both and invited them to the Sept 10 meeting.

- Capital Planning meeting with the Board

On Sept 10, the GPC will meet with the Board to discuss Capital Spending plans for the Development Fund. The priority of projects that draw from this fund was discussed during a 4-day meeting of the Sort Team (see attached instructions and results for the Sort Team) and after presentation, was approved by the GPC and the Board. Also attached is a PowerPoint presentation that summarizes the Sort Team conclusions, which are:

- Members support the Tahoe Donner Vision
- Members favor fixing our current facilities before we build new
- The Sort Team agreed that Needs projects are to be done before Wants projects are done (Needs are defined in the Sort Team instructions)
- With no borrowing and no special assessments, the amount of money available for Development Fund Capital Projects is ~\$2 million per year (plus applicable RRF funds and possible member equity transfers to the Development Fund). Projects larger than that require the Association to save the money for the highest priority projects and not spend it on lower priority projects. This saving plan is described in the Capital Funds Projection. A copy of the latest CFP is attached.
- Each Task Force is directed to write an Amenity Master Plan, which will analyze and prioritize the Wants within their area. When the highest priority Wants from each Task Force are taken together, the GPC will force rank them and present its recommendation to the Board. Because all of the Development Fund money is already committed until 2023, the Task Forces and GPC have time to make these decisions.

During this meeting, the GPC re-confirmed that this is the path they will recommend at the September 14<sup>th</sup> meeting.

The GPC started a prioritization exercise – to be discussed at the next meeting.

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### Updated list of Potential Capital Projects:

The Sort Team project list is at: [TahoeDonner.com/Members/CapitalProjects/PotentialProjects](http://TahoeDonner.com/Members/CapitalProjects/PotentialProjects).

### Project Task Force updates:

**ACTIVE TASK FORCES** - Task Forces 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 (*leader names are underlined*):

1. Northwoods Clubhouse / Tennis Center / Pool / Recreation– Murrell  
The task force continues to solicit and gather input from frequent user groups and individual members as to needs, wants and vision of the NWCH/Tennis/Pool/Rec Recreation parcel over the next 20 years
  
2. Downhill Ski Resort Task Force– Beckmeyer, Aldridge, McClendon, McGregor, Meek, Miller, Murrell, O'Neil, Rohrback, Huisman, Salmon, Sloan, McCray, Etnyre, Sullivan  
Snowbird chairlift – Forrest  
Forrest showed pictures of the “haul rope” being spliced. Chairs will be attached and the lift should be able to begin the testing phase by the end of September.  
DSR Task Force  
The Staff was to be working on member / public pricing modeling in August. Initial results yield a \$20 bump in public price during peak periods in December, January, and February. Confirmed intent to control public use during these peak periods.  
Eagle Rock snow making has moved to Stage 4, and includes a placeholder on the capital funds projection. If this survives the budget process currently in the works, we will move forward towards a 2019 solution.  
In July, made good progress on the Master Plan completing sections on intro / vision, current state, and Tahoe region market data. No progress in August on the Future State section. Already back to it in September.  
Discussed the Mile Run work stream. The TF decided to move forward with the ECOsign plan, giving special attention to the top of the run fencing to ensuring snow storage capability.  
The Lodge Renovation Team has switched leadership from Forrest to Butch. Butch and Rob McCray will meet after the Monday TF meeting to develop a move forward plan.  
The Lodge Replacement Team has completed its RFI; has signed up five contractors to participate in the RFI process; and will release the RFI in the second half of September.  
The next Discussion Group has been scheduled for October 1st. Nineteen members have contacted Jim to participate!  
Miguel discussed status on the Business Plan. An in-depth discussion followed regarding content. Most feel a financial model would provide a foundational piece for the biz model. Several members will move forward to develop this model as well as begin working a lodge sizing analysis. It's important the model be built to handle multiple ski area attendance volumes for this sub-team to look at optimum results balancing member enjoyment and economic returns. Expect this to be at least a 6-month process.
  
3. Golf Course – McGregor, Huisman, Jim Stang, Beckmeyer, Corey Leibow, Brian Gauneay, Pat Gemma, Kevin Kuehne, Murtagh.  
The wetlands evaluation follow-up (to delineate the actual wetlands) has been conducted but the results have not yet been posted. Once they are, TF will meet and 1) determine if

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the totality of the projected upgrades/modifications are still valid and 2) forward them to course designer (Bickler) for pricing. With pricing in hand, TF can develop priorities for potential funding

4. Marina Recreation Center - Fajans.  
The Task Force reviewed the list of need and wants, which include Operations and Replacement Reserve items but no Development Fund items.
5. Trails & Open Space – Annie Rosenfeld, Christina Thayer, Levine,  
See attached minutes of the TOSTF meeting
6. Trout Creek Recreation Center - Stubbs, Bledsoe, Murrell, Levine<sup>1</sup>, Winther, Huisman  
Siteline Architects have submitted the finalized construction documents for the Trout Creek Rec Center fitness area space reallocation and expansion project. These are now under Town of Truckee review and have allowed the Tahoe Donner Director of Capital Projects to request bids from 8 General Contractors to be received by October 5. Following review by the Trout Creek Expansion Task Force, a recommendation for selection, will be submitted to the Board for their consideration in October. With Board approval, initiation of Phase 1 interior remodeling could initiate in late October/ early November. The exterior 670 sq ft external expansion would initiate in Spring, 2019. Permitting from Town of Truckee has been applied for but the actual granting of the permit with associated fees, will not be done until after the Town of Truckee requested partial re striping of the Trout Creek parking lot has been completed and the Board has approved a contractor bid. The re striping proposal is under review by the Town of Truckee and, with their approval, should be completed in October

### SUPPORT TASK FORCES

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1. Association Master Plan/Capital Projects Process – Sullivan, Meek,  
Amenity Master Plans – these are being written by active task forces.
2. Communications Task Force – Meek, Courtney Murrell, Benjamin Levine, Michael Sullivan  
The Task Force met at 12:30 PM on September 10 . See attached minutes.
3. Demographics Task Force – McCray, Beckmeyer, Maciejewski, Sullivan  
The next step will be a proposal to formalize a recommendation to the board for actions needed to fill the information gaps, especially regarding amenity use

### “ON-HOLD” & “NOT YET ACTIVE” TASK FORCES plus Staff Projects of interest

1. Alder Creek Adventure Center (ACAC) – a leader is needed for this center.  
This is a complicated and multi-faceted recreation site. No task force has yet been formed.
1. The Lodge - TBD  
No task force has yet been formed
2. ADA Projects Priority – Staff and Board  
This project will be handled by staff at the direction of the Board. All Task Force ADA related activities should be referred to Forrest
3. Cluster Mailboxes – Rohrback, Fajans, McGregor  
Task Force deactivated. Awaiting direction by the Board

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4. Employee Housing - Fajans.

Further work on this project will focus on monitoring the activities of local agencies and reporting periodically to GPC

FUTURE ISSUES TO BE ADDRESSED

None

**Adjournment:**

The meeting was adjourned at 4:58 PM

**Next Meeting:**

The next meeting will be held on October 1, 2018 at 3PM at NWCH Mezzanine.



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**Communications Task Force Meeting Notes**

Monday, September 10, 2018, 12:30 to 1:29 – Northwoods Clubhouse Mezzanine

**Call to order at 12:35 pm**

**ATTENDEES**

Members: Nan Meek, Michael Sullivan, Courtney Murrell, Benjamin Levine, John Dundas  
Staff: Christina Schwartz, Forrest Huisman, Robb Etnyre

**Communications Task Force Roles, Responsibilities and Process**

- Reviewed roles, responsibilities and process of GPC, Communications Task Force, Marketing/Comm. Dept., and others (attached below)
- Reviewed objectives and status of web pages, eblast and Flash Vote surveys (attached below)
- Discussed task force communications guidelines

**New Business**

- Consensus that intro info is needed for new GPC member and new Task Force members as many do not have prior experience on TD committees, which should be:
  - Easy to understand
  - A one-page “quick start” guide would be ideal
  - Nan and Benjamin will create a draft for task force review
- Should the GPC charter be updated to reflect new amenity focus that expands work beyond capital projects? No consensus was reached.

**Flash Vote Surveys**

- Initial analysis of replies from the summer amenity survey needs greater correlation to provide the insights desired
- Future survey topics should be more general in nature
- Flash Vote is meant to be used for more general topics

**Website**

- Amenity and support task force pages: content is being updated for existing projects, and new content is being written for new amenity task forces – content due this week
- Staff will have new architecture for review by the end of the week
- After review and approval of architecture, existing content can migrate to new format

**Eblast**

- New eblast will be sent to member subscribers the week of Sept 17<sup>th</sup>
- Ongoing target send date will be between GPC meeting date and Board meeting date
- Content will be short news briefs about GPC projects and task forces with links to web pages (which is why eblasts have not gone out while web site architecture and content have been changed)

**Meeting adjourned at 1:29 pm**

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**Next meeting: Monday, October 1, 2018, 12:30-1:29 pm, Northwoods Clubhouse Mezzanine Room**

### Communications Task Force Responsibilities, Roles and Process

#### *GPC Communications Task Force Charter*

- Represent the General Plan Committee to all constituencies
  - Chair is the single voice of the Communications Task Force
- Collaborate with the GPC Amenity Task Forces and Support Task Forces
- Collaborate with the Tahoe Donner Communications Department
- Gather input from relevant constituencies as needed
- Utilize modern and appropriate tools and methods
- Measure success in each area
  - SMART: Specific, Measurable, Achievable, Relevant, Timely

#### *Roles, Responsibilities and Process*

1. Task Force Chairs determine messaging needed and inform the CTF Chair as early as possible
2. CTF Chair schedules all task force communications with TD Staff
3. Task Force Chairs review and approve the content produced by their task forces, then send it to the CTF Chair
4. CTF Chair reviews content and resolves questions/concerns with Task Force Chairs
5. CTF Chair sends content to TD Staff and is liaison for questions/concerns
6. CTF Chair and Task Force Chairs review final layout and return changes or approval in the timeframe requested by TD Staff

### Objectives and Status of Communications Task Force Projects

#### *GPC Task Force Web Pages*

##### **Task Force Name**

Amenity tagline, activities at this amenity, and purpose/mission of the amenity or support task force

##### **Background +/-**

History of the amenity, support activity or project

##### **Current Status +/-**

Summary of what has occurred since the last update, generally within the past month

##### **Next Steps +/-**

Short-term and/or long-term actions planned

##### **Meetings + Members +/-**

When/where regular meetings are held + list of members

##### **Contact +/-**

Contact email

##### **Document Archive +/-**

Documents are categorized under subheads to make finding them easier

#### *Capital Projects Update E-Blasts*

#### **GPC task force project news and updates only**

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News and events of timely interest to members; GPC topics only:

- Capital projects investigation, analysis, conclusions and recommendations to the Board
- Amenity task force projects investigation, analysis, conclusions and recommendations to the Board

### **Information from amenity and support task forces**

- News and events of timely interest to members in summary of 50-75 words
- Links from each news and events item to the related web page or online document for further detail
- Photos and other graphics will be included as appropriate

### **Frequency**

- Monthly unless breaking news requires more frequent communications
- Generally emails the 3rd week of the month, between GPC meeting and Board meeting

### ***GPC Task Force Flash Vote Surveys***

#### **GPC task force project-related topics**

- Capital projects
- Amenity task force projects

#### **Topics and questions from GPC amenity and support task forces**

- Questions designed to provide information that is helpful to task force projects
- Topics may provide benchmark for annual survey
- Follow-up surveys may follow

### **Frequency**

- Generally, once per month