

Tahoe Donner General Plan Committee – November 5, 2018 Meeting Minutes

Time and Location

2:30 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 2:34 PM. There was some confusion about the revised start time so please note that next month's meeting will start at 2:30 and not 3 o'clock.

Roll Call:

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

Guests: Benjamin Levine, Jeff Shellito, Jim Colbert, Bob Phillips, Fran Wright

Approval of Minutes

Jim Beckmeyer made a motion to approve the minutes of the last meeting. Michael Fajans seconded the motion. The minutes were approved as submitted and will be posted on the TD website.

Member Input – None

Finance Committee Liaison report - Steve Miller

The GPC and Finance Committees participated in three budget workshops with the Board to finalize the 2019 budget, which was subsequently approved by the Board.

New Business:

Several GPC member's terms expire at the end of December. ***The following members must fill out an application in order to be appointed for another term:*** Beckmeyer, Fajans, McGregor, Rohrback, Stubbs. Megan will inform those members of process and forms after she receives Board input

Updated list of Potential Capital Projects:

The Sort Team project list is at: TahoeDonner.com/Members/CapitalProjects/PotentialProjects.

Project Task Force updates:

Active Sub Committee progress reports:

1. Northwoods Activity Center – Murrell
No change since last month. Member input still indicates that parking is the #1 concern. The subcommittee is still awaiting Board direction of ADA needs.
2. Downhill Ski Resort– Beckmeyer, Aldridge, McClendon, McGregor, Meek, Miller, Murrell, O'Neil, Rohrback, Huisman, Salmon, Sloan, McCray, Etnyre, Sullivan
 - Eagle Rock snowmaking and Mile Run re-grading are included in the 2019 budget thus, these projects have now moved from Stage 1 to Stage 2 of the CPP.
 - Response to the Lodge re-build RFI was received from Alton/Prefab Logic.
 - The Remodel committee will meet tomorrow to tour the Lodge building. Based on previous project experience, a WAG estimate in the six-figure range is expected for the cost to provide plans on which a contractor can base an accurate estimate of the remodel costs.
 - The Lodge sizing committee met earlier today and will meet again on Dec. 5 where Mike Salmon will present a financial model to compare the public/"member-preferred" options.

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- George Rohrback proposed that staff measure the lift lines and wait times this year during peak times so we can determine the optimum utilization that provides an acceptable user experience.
- 3. Golf Course – McGregor, Huisman, Stang, Beckmeyer, Leibow, Gauney, Gemma, Kuehne, Murtagh.
The Potential Projects Paper was forwarded to Bickler. A response with pricing is expected in January.
- 4. Marina Recreation Center – Fajans.
No change.
- 5. Trails & Open Space – Annie Rosenfeld, Christina Thayer, Levine.
The October 25 meeting was devoted to e-bikes and resulted in a discussion of a possible recommendation to the Covenants Committee for a change in bike rules. The Trails Subcommittee discussed use of the Downhill ski area as a kids mountain bike park.
- 6. Trout Creek Recreation Center (TCRC) - Stubbs, Bledsoe, Murrell, Levine, Winther, Huisman.
The Board approved the contractor at the last Board meeting. Construction will begin in January and take 14 months. A new task force will be formed (members needed) to study and write the master plan.
There was a long discussion about which subcommittee should handle Snowplay since it has its own manager and the issues overlap other subcommittees. It was decided that parking issues would be handled by TCRC; Snowmaking by ACAC; Bathroom by Trails; ADA by TCRC and operations issues by Operations.

SUPPORT Subcommittees

1. Association Master Plan/Capital Projects Process – Sullivan, Meek,
Amenity Master Plans – these are being written by active subcommittees.
2. Communications– Meek, Murrell, Levine, Sullivan
 - A guideline for new committee member orientation is in the works and will be circulated within the next two weeks.
 - GPC minutes will be posted on the website. Any subcommittee that also wants to post their notes should send them to Nan.
 - GPC will be contributing monthly articles to TD News, starting with the December issue, that provide the broadest audience of members with information about TD amenities, their background, current projects and long-term planning.
 - A Board-directed all-member survey is planned to be sent out in December with results expected in January. Flash Vote use concludes this month.
 - Minutes of the last meeting are attached.
3. Demographics– McCray, Beckmeyer, Maciejewski, Sullivan
 - Web content that includes the extent of existing demographic data compiled by the subcommittee is being edited and is expected to be online soon.
 - Don Koenes indicated that the Board is considering using 4 categories of amenity users: Members; Accompanied Guests; Unaccompanied Guests and Public. There was no detailed description of the categories at this time.

“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 subcommittee has yet been formed.
2. The Lodge - TBD
No subcommittee has yet been formed

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3. Cluster Mailboxes – Rohrback, Fajans, McGregor
Subcommittee deactivated. Awaiting direction by the Board
4. Employee Housing – Fajans
 - All of the Truckee Town Council candidates have employee housing in their platform
 - South Lake Tahoe has a resolution on the ballot to phase out STRs in some areas over the next 3 years.
 - Shaffer's Mill has received state funding and assistance from Placer County and Truckee to help support construction of a 56 unit apartment complex for employee housing to meet their Workforce Housing requirement.
 - Tahoe Donner will hire 62 -“ J1” employees this winter and will house them in 1 house that we own and 7 that we will lease from TD members (6 are already leased). Our record as a master lease agent is very good and Members come back every year seeking our rental.

FUTURE ISSUES TO BE ADDRESSED

Demographics report

Adjournment:

The meeting was adjourned at 4:10 PM

Next Meeting:

The next meeting will be held on December 3, 2018 at **2:30 PM** at NWCH Mezzanine.

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Communications Subcommittee

The GPC Communications Subcommittee Meeting was held on Monday, October 1, 2019, from 12:30 to 1:29 in the Northwoods Clubhouse Mezzanine.

New Volunteer Communications: To educate new and prospective volunteers about the GPC and its subcommittees, volunteer members' responsibilities, the Capital Projects Process, and the roles of its volunteer members, information will be compiled and made available. Orientation materials will be developed.

GPC Communications Discussion: Committee/Subcommittee Guiding Principles of Conduct, GPC Communications Task Force Charter, and GPC Communications Roles, Responsibilities and Process were reviewed and amendments to the Committee/Subcommittee Guiding Principles of Conduct were returned to the Board.

Website: Content needs were reviewed and are under production.

Eblast: A new edition is being drafted.

FlashVote Surveys: No further surveys are planned at this time.

Next meeting: Monday, November 5, 2018, 12:30-1:30 pm, Northwoods Clubhouse Mezzanine Room

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

GPC Communications Task Force 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

Tahoe Donner General Plan Committee – December 3, 2018 Meeting Minutes

Time and Location

2:30 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 2:30 PM.

Roll Call:

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

Guests: Benjamin Levine

Approval of Minutes

Jim Beckmeyer made a motion to approve the minutes of the last meeting. Nan Meek seconded the motion. The minutes were approved by unanimous vote.

Member Input – None

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

There was no report

New Business:

Discussion of GPC 2019 Goals. See attached GPC proposal to the Board.

Updated list of Potential Capital Projects:

The Sort Team project list is at: TahoeDonner.com/Members/CapitalProjects/PotentialProjects.

Project Subcommittee updates:

Active Sub Committee progress reports:

1. Northwoods Activity Center – Murrell
The Northwoods Activity Center (NAC) subcommittee and the Trout Creek subcommittee agreed that any future pool improvements should involve looking at both sites to determine where those improvements should be, and both subcommittees will work together when the time comes. The NAC subcommittee still prioritizes parking at the site and has staff drawings indicating where to increase parking, though this priority is not on the 2019 CFP. The subcommittee still awaits Board direction of ADA needs.
2. Downhill Ski Resort– ~~Beckmeyer~~, Aldridge, McClendon, McGregor, Meek, Miller, Murrell, O'Neil, Rohrback, Huisman, Salmon, Sloan, McCray, Etnyre, Sullivan
The Downhill Ski Subcommittee was divided into two teams. One was assigned the renovation of the current Lodge building and the second focused on re-building the lodge. The renovation team did a detailed “walk through” of the building in November and their observations are attached. They concluded that extensive and costly renovations would be required to meet required codes and the ADA upgrades may impact usable space requiring the addition of an annex building to meet current space demands. The layout of the current building is awkward resulting in operating difficulties and less than desired Member satisfaction. The task force concluded that an annex could improve employee working environment but would do little for our customers. Creating a satellite food service area in an annex would increase operating costs and is not recommended.
Subsequently, both teams met to determine the optimum size building needed to maximize Member enjoyment and value. It was determined that the optimum size building would be

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one that matches the capacity of the lifts (similar to the recommendation by the consultant EcoSign). This orientation would be coupled with operational procedures to limit the size of the user base on peak days to preserve Member enjoyment.

Because of the size and scope of this investment, the teams have requested two additional pieces of data to be collected during this ski season.

- A new pricing scheme will produce more detail about user categories
- Staff will count various metrics that impact user satisfaction

This data will be available after the close of the ski season and will allow the teams to make a definitive recommendation on Lodge size. Until then, the team feels it is a waste of Member funds to perform any renovation of the existing Lodge. The GPC reviewed this information and voted to advise the Board as follows:

“The GPC recommends that the Board Delay Ski Lodge ADA related design, quotes, and other work until the Subcommittee completes its analysis on lodge sizing. The December 3rd DSR Lodge Sizing Sub Team concluded that it is unlikely that the option of remodeling the current 15k sq ft. lodge will be a viable and cost-effective option. It is more likely that a building size of 20-25k square feet will be required to meet current operating requirements. ADA upgrade cost estimates are expected to cost \$100,000 to \$150,000. The GPC feels that these Member funds would be better spent on a compliant building that provides better Member enjoyment and value. This information will be reviewed again in mid 2019 and the GPC will update its recommendation”.

1. Golf Course – McGregor, Huisman, Stang, Beckmeyer, Leibow, Gauney, Gemma, Kuehne, Murtagh.
The sand trap on hole 18 has been removed. The current Replacement Reserve Fund projects will be reviewed with the contractor in January and the Subcommittee will prioritize the results. Work may be able to begin in late 2019.
2. Marina Recreation Center – Fajans.
There was no report.
3. Trails & Open Space – Annie Rosenfeld, Christina Thayer, Levine.
The proposed Bermgarten trailhead project was reviewed with the objective of completing a proposal to the GPC & Board in 2019.
4. Trout Creek Recreation Center (TCRC) - Stubbs, Bledsoe, Murrell, Levine, Winther, Huisman.
Final permits have been applied for with the expectation that Phase 1 work may begin in January. The first action will be staging the work and providing signage and access to the non-work areas. Phase 2 is expected to start at the end of summer with completion in January 2020. John Stubbs is recruiting volunteers to participate in writing the Amenity Master Plan.

SUPPORT Subcommittees

1. Association Master Plan/Capital Projects Process – Sullivan, Meek,
Amenity Master Plans – these are being written by active subcommittees.
2. Communications– Meek, Murrell, Levine, Sullivan
See attached minutes of the Communications subcommittee.
3. Demographics– McCray, Maciejewski, Sullivan
Rob presented a comprehensive description of the work so far for comment and review by the GPC. He will incorporate the comments prior to broader distribution.

“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.

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This is a complicated and multi-faceted recreation site. No subcommittee has yet been formed.

2. The Lodge - TBD
No subcommittee has yet been formed
3. Cluster Mailboxes – Rohrback, Fajans, McGregor
Subcommittee deactivated. Awaiting direction by the Board
4. Employee Housing – Fajans
There was no report.

FUTURE ISSUES TO BE ADDRESSED

None were discussed

Adjournment:

The meeting was adjourned at 4:29 PM

Next Meeting:

The next meeting will be held on January 7, 2018 at **2:30 PM** at NWCH Mezzanine.

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DOWNHILL SKI LODGE RENOVATION ANALYSIS From Nov. 6 Subgroup Tour Minutes

Major structural and foundation changes would be required. Scoping and costing is being coordinated by staff and a consultant team.

Major upgrades required:

Electrical Mechanical Fire protection, Grease Collection, Plumbing, Sewer, Foundation

Additions required:

Elevator, ADA-compliant stairs, Associated grade filling, Roof modifications

Design flaws of current building:

Snow shedding onto deck. Poor space utilization/building configuration. Uphill walk for skiers from below-grade staging area

Renovation subgroup conclusions:

Renovations would be costly & require possible multi-year work-arounds due to: 1. Age & complex shape of building 2. Roof design 3. Site limitations

Staff input:

Renovation would require a phased approach: 1. Work/no permit, staff to do or supervise 2. Simple work, permits and professionals 3. Major work: elevator, stairs and other major work

RENOVATION DETAILS

Outdoor:

Deck coating good for another 8 years Ramps & stairs not ADA-compliant Parking area, paths of travel not ADA-comp.

Ground floor renovation:

Employee areas unventilated Employee and skier areas have no outside exits Repurposing employee area/little customer benefit Under-deck storage area not habitable ADA space enhancements and code compliance upgrades

Upper floor renovation:

Seating area inadequate/busy days and moderately busy days. Kitchen/food service inadequate/busy days. Cramped food service area limits menu options. Food storage/refrigeration inadequate

Kitchen backup creates long lines on busy days. ADA changes will decrease seating capacity

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Secondary food/beverage service annex:

Will increase operating costs

Enclosing flat roof over SE corner/ground floor:

Requires major structural upgrades

Heating & hot water systems are adequate; no change required

RECOMMENDATIONS:

Renovation is not recommended, for the above reasons. Recommend: Further analysis and coordination with: 1. Peak use limits 2. Customer service expectations

3. Desired capacity for current and future use for winter and summer activities

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**Tahoe Donner General Plan Committee
Goals for 2019**

Capital Investment Guidance

1. Use the Association Master Plan (AMP) as a guide to provide capital investment direction to the Board of Directors
2. Organize investment projects around Subcommittees of dedicated members
3. Follow the approved Capital Projects Process
4. Use informed member input for guidance
5. Study quantification of member enjoyment & value
6. Document all work

Communicate to Stakeholders

1. Outbound to inform and teach
2. Inbound to collect:
 - a. Facts
 - b. Opinions
 - i. Separate informed from uninformed
 - ii. Use uninformed opinions to direct outbound communication
3. Use multiple forms of communication
 - a. Broad – all members
 - b. Narrow – interest groups

Capital Funds Projection

1. Review the Capital Projects Process to forecast funding needs and update as necessary

Subcommittee

1. Complete first draft of two Amenity Master Plans
2. Each Subcommittee to have its own Charter or Objectives
3. Use Project Planning Tools for scheduling

Project Priorities

1. Organize and Lead annual prioritization meeting with Board, Staff, Finance Committee and Members

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