

MINUTES
TAHOE DONNER ASSOCIATION
REGULAR BOARD OF DIRECTORS MEETING

January 28, 2017
Northwoods Clubhouse
9:00 a.m.

A regularly scheduled meeting of the Board of Directors of Tahoe Donner Association was held that the Northwoods Clubhouse 11509 Northwoods Blvd., Truckee, California on Saturday, January 28, 2017. President Jeff Bonzon called the meeting to order at 9:01 a.m. The following Directors were in attendance, thus constituting a quorum of the authorized number of Directors of the Association:

Directors Present: Jeff Bonzon, President
Steve Miller, Treasurer
Jeff Schwerdtfeger, Secretary
Darius Brooks, Director

Directors Absent: Ron Wulff, Vice President - present via Skype, but unable to participate due to technical problems.

Staff Present: Robb Etnyre, General Manager
Forrest Huisman, Director of Capital Projects
Miguel Sloane, Director of Operations
Mike Salmon, Director of Finance & Accounting
Annie Rosenfeld, Director of Facilities & Risk
Brinn Talbot, Director of Marketing
Lee Gray, Recording Secretary

I. CALL TO ORDER 00:09

II. DISCUSSION: SOCIAL MEDIA UPDATE 01:14

Brinn Talbot, Director of Marketing, presented to the Board and to the membership a summary of comments and activity across all Tahoe Donner social media platforms and on Next Door as an additional way to stay abreast of emerging issues among the membership.

The most common topics this month were:

- Controlled burns

- The remodel of Trout Creek Recreation Center
- Coyote alert
- Power outages during snowstorms

Brinn also reported on Board meeting video recording statistics, providing a brief overview of what is being tracked, total video viewings and other general information.

During the last couple snowstorms, the Marketing Department has sent out daily updates through email, the Tahoe Donner website, Twitter and other social media platforms to continuously provide the membership with updates on weather conditions, road conditions, amenity closures, operations, power outages, regional alerts and local information. To stay informed on these topics and others, members can subscribe to receive Tahoe Donner emails at www.tahoedonner.com.

III.

MEMBER & DIRECTOR COMMENTS

07:12

Board President, Jeff Bonzon, recognized members to comment on agenda items as they occurred. But, opened the meeting addressing the following topics that were not on the agenda but perceived as important to address and potential items to be placed on future board meeting agendas.

- The entire Board of Directors would like to thank Robb Etnyre, General Manager, and all Tahoe Donner staff for all of the work that has been done during the snowstorms. In particular, using the Northwoods Clubhouse as a shuttle station for those who were unable to get to their homes, and for taking pictures of members houses, for those who asked, to provide them with updates on the condition of their home.
- Director Jeff Schwerdtfeger asked for a moment of silence to pay respects to those who have lost their lives during the snowstorms.
- Other topics brought to Board attention were:
 - The cultivation of marijuana in Tahoe Donner
 - Building an Ice Skating Rink in Tahoe Donner
 - Tahoe Donner welcome sign decoration
 - Business operations in Tahoe Donner

Members may submit additional comments by email to the Board (board@tahoedonner.com).

IV.

A. **ACTION: APPROVAL OF MINUTES**

19:07

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

- December 17, 2016 Regular Meeting Minutes

Director Jeff Schwerdtfeger moved and Director Steve Miller seconded to approve the meeting minutes as presented. Motion passed: 4 – 0. (Director Ron Wulff absent).

V. B. **DISCUSSION: COMMITTEE MANAGEMENT** 20:00
(Committee Chairs)

- **Architectural Standards** – No report.
- **Covenants** – No report.
- **Election** – No report.
- **Finance** – The Board was provided with the committee’s January 19, 2017 meeting minutes. Art King has been approved as the Chair of the Finance Committee for 2017.
- **General Plan (GPC)** – The Board was provided with the committee’s January 9, 2017 meeting minutes and a Capital Projects at a Glance report.
 - Michael Sullivan, Chair of the General Plan committee reported that the Town Hall meeting regarding the space reallocation project at Trout Creek Recreation Center went very well. In addition, two drafts of the Association Master Plan have been received from Dudek.
- **Tahoe Donner Giving Fund Committee** – No Report.

By consensus the Board approved all provided Committee Reports for the month of January.

VI. C. **ACTION: CONSENT CALENDAR** 28:23

The Board was provided with the following for consideration:

- 2017 Group Golf Rates
- Corey Leibow elected to be a Regular Member of the Finance Committee

Following discussion, Director Darius Brooks moved and Director Steve Miller seconded to approve the Consent Calendar items as presented. Motion passed: 4 – 0. (Director Ron Wulff absent).

Agenda Item D was discussed at 9:50 a.m. or at 48:00 in the recorded video.

VII. E. **DISCUSSION: TAHOE DONNER COMMUNITY SOLAR SHARE PROJECT** 30:15

Director Darius Brooks asked for this Agenda item to be moved to the next Regularly Scheduled Board Meeting.

VIII. F. **ACTION: DIRECTOR OF FINANCE & ACCOUNTING REPORT** 31:10
(Director of Finance & Accounting, Mike Salmon)

The Board was provided with the 2016 November Financials report by Mike Salmon, Director of Finance and Accounting.

- **2016 November Financials**

- Month financials for the Association indicate that net operating results (before assessment revenues) for the month was a loss of (\$766,000) which was favorable to budget by \$6,000. The month's operating revenues of \$302,000 were \$62,000 favorable to budget and total expenses of \$1,068,000 were \$56,000 unfavorable to budget. Compared to last year same month, revenues are down \$16,000 and net operating results are unfavorable by \$3,000.
- Year to date financials for the Association indicate that net operating results (before assessment revenues) for the month was a loss of (\$4,410,000) which was favorable to budget by \$1,962,000. Year to date operating revenues of \$11,297,000 were \$2,948,000 favorable to budget and total expenses of \$15,706,000 were \$985,000 unfavorable to budget. Compared to year to date last year, revenues are up \$4,204,000 and net operating results are favorable by \$1,271,000.
- Member's equity as of November 30, 2016 is \$3,916,000, which exceeds our Policy Peg Balance of \$920,000.
- As of November 30, 2016, there are 39 members who have not paid their annual assessment fees for 2016.

- **Month of December 2016**

- Revenue is at \$815,000 favorable to budget. As of December 22, 2016, revenue is favorable by \$69,000, wages are unfavorable by \$4,000 and net operating results will be in the \$0 to \$30,000 favorable range.

Following discussion, Director Jeff Schwerdtfeger moved and Director Darius Brooks seconded to approve the 2016 November Financials as presented. Motion passed: 4 – 0. (Director Ron Wulff absent).

IX. D. DISCUSSION: COMMUNITY EMERGENCY RESPONSE TEAM PROGRAM 48:00

Bill Seline, the Fire Chief of the Truckee Fire Protection District gave a presentation to the Board and to the membership of the history of the Truckee Fire Protection District, what they do and information on the new Community Emergency Response Team (CERT) program.

The Truckee Fire Protection District was founded in 1894, and is considered a bi-county (Placer County and Nevada County) special district, encompassing 125 square miles, 4 stations, and 45 firefighters/paramedics. The district is considered an "All Risk" district, meaning they respond to all types of emergencies, receiving over 2,500 calls annually. It is a rural model fire district, relying on mutual aid to respond to emergencies, and receives revenue mainly from property taxes and ambulance transportation.

Today, 80% of the calls received, are Emergency Medical Service calls, covered by nine ambulances, four being staffed full-time on average. Structural fires and wild land fires make up the other 20% of calls received. Regarding wild land fires, Bill mentioned that Tahoe Donner's Forest Health Management programs have continually been used by the Fire District, as a model for other communities on proper and effective forest management, as proven in the 2007 Donner fire. Conducting wild fire trainings and drills are extremely important for wild fire preparedness in order to make sure that all agencies are able to work together harmoniously when an actual fire occurs. In an "all risk" fire district, there are numerous emergencies that can occur, and while the Truckee Fire District was prepared to respond to emergencies during the recent snowstorms, inevitably they do delay response times, and can cause unpredictable or unusual emergencies. This is when mutual aid comes into play. The Truckee Fire Protection District receives mutual aid from Northstar, North Tahoe, Squaw Valley, Cal Fire, US Forest Service, local Aircraft agencies and forty other regional fire departments that Truckee has agreements with as part of the Lake Tahoe Fire District.

Even though volunteerism was extremely important to effectively responding to emergencies and fires in decades past, now-a-days firefighting is much more complicated, high-risk, has lots of different components added to it, and requirements provided by CALOSHA, resulting in volunteer firefighters no longer being worth the expense, effort and time to have. Thus today, efforts have been moved toward hiring career full time firefighters to seek a better return on investment. However, there is an opportunity for volunteerism to come back, and that is where the Community Emergency Response Team program comes into play. The CERT program is meant to educate citizens about disaster preparedness for hazards that could impact our area, and trains them in basic disaster response skills. CERT members can assist by:

- Conducting an initial size-up in their homes or workplaces.
- Reduce immediate dangers by turning off utilities, suppressing small fires, evacuating the area, and helping others.
- Treating people in the immediate area.
- Working with CERT members and volunteers to establish a command post, staging area, and medical triage and treatment areas.
- Collecting damage information and developing a plan of predation based on life-saving priorities and available resources.
- Applying their training to situations where CERT members can make a difference.
- Establishing and maintaining communication with responders.

Classes start beginning next week. Any resident living within the Truckee Fire Protection District, over the age of 14, is invited to join. For more information, please visit www.truckeeffire.org/residents/cert.

X. BREAK 10:20 A.M.

The regular meeting reconvened at 10:40 a.m.

XI. G. DISCUSSION: BOARD OF DIRECTORS AMENITY ACCESS POLICY 1:21:50

While Board members are encouraged to utilize the amenities offered by the Tahoe Donner Association, enabling them to visit the amenities and assess their quality, observe staff, and interact with Tahoe Donner members, the Board would like to create a policy dictating exactly what kind of access active Board members should receive as well as certain allowable privileges. The types of access to amenities and privileges discussed included:

- Board members receiving an annual amenities pass at no charge, allowing access to all public and private amenities;
- Board members receiving a Recreation Pass, at no cost, to allow participation in amenity activities;
- 50% off specialized rental equipment;
- Vouchers for a 50% off discount on food, excluding alcoholic beverages;
- Encouragement of Board members to wear their name tag while utilizing the amenities; and
- Removing black-out restrictions to all amenities from Board Member passes.

The Board of Directors Amenity Access and Privileges information paper that was provided was reviewed by both Tahoe Donner’s legal counsel and accounting firm for compliance. Both agreed that the adoption of an Amenity Access and Privileges Policy demonstrates good governance on the part of the Board, providing direction to current and future Board members as to the expectations of Board conduct, as well as providing clarity and transparency to Association members on Board governance matters. Key recommendations mentioned regarding this policy include:

- Passes or privileges do not add substantial costs or forgo revenue from the Association;
- No displacement of paying members or guests occurs;
- Discounts do not exceed the gross profit percentage of the price at which rental equipment or food is being offered by the employer to customers;
- Policy is very clear as to exactly what Association amenities Board members are being given access to;
- Interpretations of the policy be left to the Board President/Treasurer, and not staff.

Following discussion, the Board would like to include these recommendations into a final draft of an Amenity Access and Privileges policy for the Board of Directors, to be reviewed at the next regularly scheduled Board meeting.

XII. H. DISCUSSION: BOARD OF DIRECTORS EXPENSE REIMBURSEMENT POLICY 1:33:48

To ensure clarity, Directors would like to more clearly define the expense reimbursements active Directors can receive for expenses incurred while performing their duties. The following items were discussed to be included in a final draft of a Board Expense Reimbursement policy:

- Reimbursement for the Director’s personal travel [mileage (at the IRS defined rate per mile), accommodations, meals] when traveling more than XX miles one-way to/from Board meetings or other instances where the Board Member's duties require travel.
- Reimbursement for meal expenses at all Tahoe Donner facilities for the Director when the meal is part of a meeting during which the parties are primarily discussing Tahoe Donner business. When requesting reimbursement, the Board Member should include the names of the attendees and a brief description of the subject matter being discussed.
- Active Directors are allowed access to both laptops and tablets provided by the Association for their use during their terms in office. These items will be returned to the Association immediately upon the Director leaving office.

The Board of Directors Expense Reimbursement information paper that was provided was reviewed by both Tahoe Donner’s legal counsel and accounting firm for compliance. Both agreed that the adoption of an Expense Reimbursement Policy demonstrates good governance on the part of the Board, providing direction to current and future Board members as to the expectations of Board conduct, as well as providing clarity and transparency to Association members on Board governance matters. Key recommendations mentioned regarding this policy include:

- Policy should be in conjunction with staff expense reimbursement policies;
- Prior approval required for Tahoe Donner business related travel expenses by either the Board President or Treasurer;
- More clearly define types of reimbursements for travel expenses;
- “Business meetings” for meal reimbursements should be more clearly defined, and expense reimbursements only to be approved by the Board President or Treasurer;
- Include that the use of laptops and/or tablets are for business purposes only.

Following discussion, the Board would like to include these key recommendations into a final draft of an Expense Reimbursement policy for the Board of Directors, to be reviewed at the next regularly scheduled Board meeting.

XIII. I. DISCUSSION: EMPLOYEE HOUSING

1:40:37

For future Tahoe Donner seasonal workforce housing, the Board reviewed an Information Paper to consider all available workforce housing options. While Tahoe Donner currently holds leases to (5) separate single-family residences within Tahoe Donner, as well as the Tahoe Donner owned Chalet House, Staff is interested in additional opportunities to further secure seasonal workforce housing, helping to guarantee necessary service levels at each winter amenity. Options for seasonal workforce housing include:

1. Continue to Lease homes from Homeowners within Tahoe Donner.
2. Purchase Pre-manufactured Housing Units; As one example, Tumbleweed Houses are similar to what are being installed in Aspen Colorado for workforce housing. They start at 20’ lengths, with 188 SF of usable space, sleep up to three, and can

start at \$63K each. They arrive equipped with power, water, and septic connections, similar to an RV, so our existing campground could be utilized.

3. Purchase existing Condominiums and/or Home(s); Adequate properties are currently available within Tahoe Donner.
4. Develop new Single-Family Units, or Multi-Family Units, on undeveloped land; Sufficiently zoned lots are currently available within Tahoe Donner.

Following discussion the Board decided to pursue the topic by conducting a feasibility study to address the many challenges and opportunities that could be provided from pursuing to secure further workforce housing, including a cost-benefit analysis, anticipated developed costs, priority site locations, and schedule options.

CLOSED SESSION

XIV. EXEC. EXECUTIVE SESSION AND LUNCH

2:03:00

The Board adjourned to Executive Session at 11:30 a.m.

OPEN SESSION

The Board reconvened to Open Session at 12:05 p.m.

At this time, the Board agreed to not resume the video recording of the meeting.

XV. EXEC. EXECUTIVE SESSION REPORT

Board Secretary, Jeff Schwerdtfeger reported that the Board met in Executive Session today and discussed:

- Contracts
- Litigation
- Personnel Matters

XVI. POTENTIAL FUTURE BOARD MEETING AGENDA ITEMS

- Tahoe Donner Community Solar Share project

XVII. ADJOURNMENT

By consensus the Board adjourned the meeting at 12:10 p.m.

Director Jeff Bonzon moved and Director Steve Miller seconded to approve adjournment of the Board Meeting at 12:10 p.m. Motion passed: 4 – 0. (Director Ron Wulff absent).

Submitted by:

Megan Rodman, Recording Secretary and Executive Assistant

SECRETARY'S CERTIFICATE

I, Jeff Schwerdtfeger , Secretary of Tahoe Donner Association, do hereby certify that the foregoing is a true and correct copy of the minutes of the Tahoe Donner Association Board of Directors regular meeting held on January 28, 2017 as approved by the Board members in attendance and constituting a quorum at a duly convened subsequent meeting of the Board.

Jeff Schwerdtfeger, Board Secretary