

DECISION PAPER



Date: September 15, 2016

Issue:

Downhill Ski Area Maintenance Work Truck

Background:

The Downhill Ski Area currently has one work truck (#3) that is up for replacement in 2016. During the winter, the work truck becomes a fuel truck for the Downhill groomers. This makes it extremely difficult for mechanics to get their work done in a timely manner. A normal shift for a groomer is midnight to 9am. After fueling, sometimes the truck is not available for the mechanics to use until 10 am, which is two hours after the winter operations open. Another component of this DP is to keep the current work truck as a dedicated fueling truck so we no longer have conflicts during winter operations.

The work truck carries normal tools to make repairs on over the snow equipment, which allows the mechanics to be more efficient by avoiding driving back and forth to get tools. Also, having close to 185 employees during the winter season, it is important to have a vehicle that can support up to 4 passengers. We ran into issues this past season several times when we needed to get employees to Northwoods Clubhouse, drug testing, the Social Security office, etc. Critical options for the utility truck are: a lift gate to move snowmobiles easily, a winch to assist with repairs, snow tires for the winter season, and a lumber rack to carry large items. The truck as described above comes in at \$56,000. The approved component budget is \$51,631.

Options:

Option 1: Purchase F250 S/C 4x4 utility truck utilizing Replacement Reserve Funds in the amount not to exceed \$56,000, and hold on to the existing fuel truck for the winter season to use as a fuel truck.

Option 2: Do not purchase another vehicle and continue to operate with the current fuel truck with ongoing conflicting demands resulting in inefficiency.

Recommendation:

Management recommends Option 1: Purchase F250 S/C 4x4 utility truck utilizing Replacement Reserve Funds in the amount not to exceed \$56,000, and hold on to the existing fuel truck for the winter season to use as a fuel truck.

Prepared By: Robert McClendon/Miguel Sloane *MS*

Reviewed By: Forrest Huisman *FH*

Reviewed By: Michael Salmon *MS*

General Manager Approval to place on the agenda: *RS*

Date: *11/2/16*

FUTURE FORD LINCOLN

BID

650 AUTO MALL DR.
ROSEVILLE, CA. 95661

DATE: SEPTEMBER 12, 2016

VENDOR TOM NETHERBY
FUTURE FORD/ NISSAN
650 AUTO MALL DR.
ROSEVILLE, CA. 95661
916-677-5270

TAHOE DONNER ASSOC.
11509 NORTHWOODS BLVD
TRUCKEE, CA. 96161
BRYAN YOHN
530-582-9871

SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE
DRIVEN FROM ROSEVILLE	NET CASH	WHEN APPROVED

QTY	DESCRIPTION	COLOR	UNIT PRICE	LINE TOTAL
1.00	F250 S/C 4X4 UTILITY	WHITE	\$43,353.48	\$43,353.48
1.00	TOMMY GATE		\$3,960.00	\$3,960.00
1.00	WINCH INSTALED		\$2,083.00	\$2,083.00
1.00	LUMBER RACK		1,489.00	\$1,489.00
				\$0.00
				\$0.00
			SUBTOTAL	\$50,885.48
			DOC FEE	INC. \$0.00
0.00			TIRE FEE	INC. 0
1.00			LIC. FEE	\$749.75 \$749.75
1.00			REBATE	(1,250.00) (1,250.00)
				\$0.00
			SUBTOTAL	\$50,385.23
			SALES TAX	\$3,816.41
			TOTAL	\$54,201.64

Tax Rate 7.500% @ 3.375%

#4219.76
\$54,605.00

Authorized by _____

9/12/2016

1. Please send two copies of your invoice
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:
TOM NETHERBY
650 AUTO MALL DR.
ROSEVILLE, CA. 95661
PHONE 916 677 5270

ADP

5434

DEALER 72C 523

VIN 1FD7W2B6XGEB80512

	Suggested Retail Price	Finance Amount
F15H 4X4 CREW CAB PICKUP/172	38985.00	35964.00
2016 MODEL YEAR		
21 OXFORD WHITE		
AS STEEL VINYL		
PREFERRED EQUIPMENT PKG. 600A		
.XL TRIM		
.TRAILER TOWING PACKAGE		
572 .AIR CONDITIONING -- CFC FREE	NC	NC
996 .6.2L EFI V-8 ENGINE	NC	NC
44P 6 SPEED AUTOMATIC TRAMS	NC	NC
TBK .LT245/75R17E BSW ALL SEASON		
X3E 1.73 ELECTRONIC LOCKING AXLE	190.00	353.00
90L POWER EQUIPMENT GROUP	1105.00	997.00
66D PICKUP BOX DELETE	625.00	564.00
JOB #1 ORDER		
17P XL DECOR PACKAGE	NC	NC
10000H GVWR PACKAGE		
213 ELECTRONIC SHIFT ON THE FLY	185.00	167.00
41R ENGINE BLOCK HEATER	75.00	68.00
41P SKID PLATES	100.00	90.00
425 50 STATE EMISSIONS	NC	NC
513 SPARE TIRE AND WHEEL	295.00	267.00
TELESCOPING TT MIRR-POWR/HTD JACK		
62D STEERING WHEEL AUDIO CONTROLS	70.00	64.00
63R REAR STAR BAR W/ AUX SPRINGS	125.00	113.00
AUX AUDIO INPUT JACK		
91M SYNC VOICE ACTIVATED SYSTEMS	295.00	267.00
96V XL VALUE PACKAGE	595.00	537.00
.CRUISE CONTROL		
.AM/FM STEREO CD/CLK		
TOTAL OPTIONS/OTHER	2610.00	2359.00
TOTAL VEHICLE & OPTIONS/OTHER	41595.00	38323.00
DESTINATION & DELIVERY	1195.00	1195.00
TOTAL FOR VEHICLE	42790.00	
FUEL CHARGE		12.54
ADVERTISING ASSESSMENT		624.00
SHIPPING WEIGHT 6727 LBS.		
TOTAL	42790.00	40154.54

Take Down

CV068793

This invoice may not reflect the final cost of the vehicle in view of the possibility of future rebates, allowances, discounts and incentive awards from Ford Motor Company to the dealer.

Sold to		72C523					
		CA 96021		Order Type	Ramp Code	Batch ID	Price Level
				59	CB27	R803	635
Ship to (if other than above)		86176		Date Inv. Prepared		Born Number	Interest Days
Harbor Truck Bodies				02 16 16		72-1057	27
255 Voyager Ave.				Ship Through			
Brea		CA 92821					
Invoice & Unit Identification NO.		Final Assembly Plant		Finance Company and/or Bank			
1FD7W2B6XGEB80512		KENTUCKY		U. S. BANK, N.A. 240022			

Total Holdback	Invoice Total	A & Z Plan	D Plan	X Plan	FPA
1249	40154.54	38556.54	38656.54	40268.92	417.00

This invoice to be used for the billing of vehicles only

Dealer's copy



HARBOR TRUCK BODIES, INC.
 255 VOYAGER AVENUE
 BREA, CA 92821
 (714) 996-0411 • (800) 433-9452
 FAX (714) 996-0695

SCHED. SHIP DATE WEEK OF	PAGE NO.	ORDER NO.	CANCELLATION DATE	CUST NO.

11 2/18
 INVOICE COPY

49994

D F O C

S H I P T O

ORDER DATE	PURCHASE ORDER NO.	SHIP VIA	JOB ORIGINATOR		TERMS		
BUREAU		LOCATION	SALES PERSON		TERRITORY		
ITEM NO. BY LOCATION NO.	DESCRIPTION	QUANTITY ORDERED	QUANTITY BACK ORD	QUANTITY SHIPPED	UNIT PRICE	EXTENSION	
SUB TOTAL		<small>Please sign below to confirm that you have agreed to the purchase of all of the above items at the price shown. This purchase is subject to all terms and conditions listed on the reverse side of this Customer Request Form.</small>			WORK ORDER NO.	TOTAL ORDER	
Authorized Signature		Date	Buyer's Order No.				

Tom Netherby

From: Cindy Diamond <cookstruck@gmail.com>
Sent: Friday, September 09, 2016 3:48 PM
To: Tom Netherby
Subject: Quote

Here's your quote, call my cell if you need anything else. Have a great weekend!

Tommygate model G2-54-1642 TP 38
1600 LB capacity
Platform size 49 X 38 + 4
Installed \$3960.00

Cindy Diamond
Cooks Truck Body Mfg
9600 Del Rd
Roseville, Ca 95747
916.784.3220 Office
916.784.3280 Fax
916.768.3108 Cell

11844 Atwood Road
 Auburn CA 95603
 (530) 888-7825



6455 Pacific Street
 Rocklin, CA 95677
 (916) 773-7333

Sold To: FUTURE FORD
 650 Automall Drive
 Roseville, CA 95661

Quote No: 881
 Date: 09/09/16
 Customer No: 8
 Phone No: 916-969-3600
 Page: 1

Cust. Order #: Salesperson: #7 - John

Manufacture	Item Description	Ordrd	Delv'd	Unit Price	Amount
DRW 65049	FRONT HITCH 08-15 SUPERDUTY	1	1	150.00	150.00
LABOR	Labor Installation \$90/Hour	1	1	135.00	135.00
	Labor Type:INSTALL FRONT HITCH				
WAR 90340	ZION 10K WINCH MULTI MOUNT	1	1	1353.00	1353.00
WAR 32966	REAR POWER QUICK CONNECT	1	1	220.00	220.00
LABOR	Labor Installation \$90/Hour	1	1	225.00	225.00
	Labor Type:INSTALL POWERLEAD KIT FRONT AND REAR				

CUST:TAHOE/DONNER ASSOCIATION

Sub-Total: 2063.00
 Shipping: 0.00
 Tax [0]: EXEMPT
 Total: 2063.00

X: _____

Thank You
 ALL RETURNS FOR STORE CREDIT ONLY
 SUBJECT TO 15% RESTOCKING FEE
 NO RETURNS AFTER 30 DAYS. NO RETURNS
 ON SPECIAL ORDERS. ACCOUNT TERMS ARE NET 10TH

Amount Paid: 0.00
 Amount Due: 0.00

11844 Atwood Road
Auburn, CA 95603
(530) 888-7825



6455 Pacific Street
Rocklin, CA 95677
(916) 773-7333

Sold To: FUTURE FORD
650 Automall Drive
Roseville, CA 95661

Invoice No: 42270 A
Date: 09/12/16
Customer No: 8
Phone No: 916-969-3600
Page: 1

Cust. Order #:

Salesperson: #7 - John

Manufacture	Item Description	Ordrd	Delv'd	Unit Price	Amount
RAK 2006.404-1	F150 EX LB SINGLE BAR	1	1	565.00	565.00
	WC PO 13064				
LABOR2	RACK INSTALL	1	1	50.00	50.00
KNK 116-3-02	Saddle Box - Steel Extra Wide	1	1	849.00	849.00
	WC PO 13058K				
LABOR	Labor Installation \$90/Hour	1	1	25.00	25.00
	Labor Type:INSTALL TOOL BOX				

CUST:JAD CONSTRUCTION
VIN#GKE34643

X: _____
T h a n k You

Sub-Total: 1489.00
:
Shipping: 0.00
Tax [0]: EXEMPT
=====

Total: 1489.00

DUE UPON RECEIPT: 1489.00
=====

Amount Paid: 0.00
Amount Due: 1489.00

ALL RETURNS FOR STORE CREDIT ONLY
SUBJECT TO 15% RESTOCKING FEE
NO RETURNS AFTER 30 DAYS. NO RETURNS
ON SPECIAL ORDERS. ACCOUNT TERMS ARE NET 10TH

11844 Atwood Road
Auburn, CA 95603
(530) 888-7825



6455 Pacific Street
Rocklin, CA 95677
(916) 773-7333

Sold To: FUTURE FORD
650 Automail Drive
Roseville, CA 95661

Order No: 42682
Date: 09/09/16
Customer No: 8
Phone No: 916-969-3600
Page: 1

Cust. Order #:

Salesperson: #7 - John

Manufacture	Item Description	Ordrd	Delv'd	Unit Price	Amount
RAK CUSTOM	HD SQUARE SERVICE BODY RACK WHITE PAINT pol3243	1	0	1000.00	1000.00
LABOR	Labor Installation \$90/Hour Labor Type:INSTALL RACK ON SERVICE BED	1	0	135.00	135.00

TAHOE DONNER ASSOCIATION

Sub-Total: 1135.00
:
Shipping: 0.00
Tax [0]: EXEMPT
=====

Total:	1135.00
Amount Paid:	0.00
Amount Due:	1135.00

X: _____

Thank You
ALL RETURNS FOR STORE CREDIT ONLY
SUBJECT TO 15% RESTOCKING FEE
NO RETURNS AFTER 30 DAYS. NO RETURNS
ON SPECIAL ORDERS. ACCOUNT TERMS ARE NET 10TH

DECISION PAPER



October 13, 2016

Issue:

Replacement of Architectural Standards Office (ASO) file cabinets is an approved 2016 Reserves Replacement component with a budget of \$15,186. These cabinets house the memberships' property improvement files. Management is requesting consideration to enhance this Replacement Reserves Fund project to replace the file cabinets not in kind, but through a digitization of the property files.

Background:

Currently the ASO property files are contained in 19 file cabinets located in a large alcove that takes up a significant portion of the office space. The original approved project was to purchase lateral (and taller) custom file cabinets to create more office space for improved workspace and membership relations. While reviewing this project, staff looked at further efficiencies and benefits to the department and membership if all the property files were digital.

Benefits to replacing the file cabinets with digital files not only benefit the department but also the membership. This enhancement to the replacement project would benefit both through the following ways:

- Create more space for the member services provided in the office;
- Reduction to paper intense operations, thereby reducing associated expenses;
- More efficient data retrieval method available with digitized PDF archive files with word searchable or "Optical Character Recognition" technology.
- Maintaining one property file data source
- Ability for staff to access property file information simultaneously
- Efficient data retrieval through word searchable capabilities (OCR) from each desktop therefore timelier processing and responses back to members
- Ability to reference property data instantly while on phone with members
- Ability to PDF pages from Property File to send to members without having to dissect property file to pull out specific pages then re-establish

Two quotes were received for off-site scanning from reputable, license document processing firms. Management is recommending contracting with Capitol Digital Document Solutions for the

DECISION PAPER



digitization of the ASO property files, utilizing Replacement Reserve Funds at a budget not to exceed \$31,000.

Options:

1. Contract with Capitol Digital Document Solutions to scan and digitize all ASO property files, with a one month completion schedule using the approved 2016 budget of \$15,186 and an additional \$15,814 for a total not to exceed \$31,000 utilizing Replacement Reserve Funds.
2. Continue to operate with a paper filing system and use reserve funds of \$15,186 for file cabinets approved in the 2016 Budget to upgrade paper filing cabinets.

Recommendation:

Management recommends the Board of Directors considered approving Option 1: Contract with Capitol Digital Document Solutions to scan and digitize all ASO property files, with a one month completion schedule using the approved 2016 budget of \$15,186 and an additional \$15,814 for a total not to exceed \$31,000 utilizing Replacement Reserve Funds.

Reviewed By: Annie Rosenfeld *A. Rosenfeld*

Reviewed By: Forrest Huisman *F. Huisman*

Reviewed By: Mike Salmon *M. Salmon*

Board Meeting Date: 11/12/2016

General Manager Approval to include on agenda: *[Signature]*

Date: 10/31/16



**Project Description and Cost Estimate
Tahoe Donner Archival Project**

Prepared for
Sheryl Walker
Architectural Standards Office Manager

Prepared by:
Tristan Hopkins
Vice President
Capitol Digital Document Solutions
September 16, 2016



PURPOSE

The purpose for this correspondence is for Capitol Digital Document Solutions, Inc. (hereinafter: Capitol Digital) to offer the Tahoe Donner Association a proposal for paper to electronic conversion services of HOA recordation.

ABOUT CAPITOL DIGITAL

Capitol Digital Document Solutions, Inc. (doing business as Capitol Digital) has been providing document and data conversion services to Federal, State, local public entities, and businesses since 1997.

The following listing represents commonly requested corporate information.

Corporate Officer: Tristan Hopkins
Project Management: Timothy Peregoy
Corporation Name: Capitol Digital Document Solutions
Incorporated: California
Doing Business As: Capitol Digital
Address: 555 Capitol Mall, Suite 235
City, State Zip: Sacramento CA 95814
Phone Number: (916) 449-2820
Facsimile: (916) 449-2821
Web Site: www.capitol-digital.com
Fed Tax ID #: 56-2668746
Duns & Bradstreet: 80-768-0421
Incorporation Date: 07/10/2007
CA Corporation Number: C3005724
SB Certification#: 49386
CA Reseller's Permit #: SR KH 100952777

PROJECT BACKGROUND

The following information has been provided to a Capitol Digital representative.

About Paper Volume

- There are about 86 file cabinets drawers
- Each drawer contains approximately 21 linear inches of files
- In all there is about 150 linear feet of files
- In the records management industry, the standard assumption is that one linear foot of files is approximately 2,000 sheets of paper
- In all, there is about 300,000 sheets of paper to be scanned
- This is also about 124 box equivalents

About Data Entry

A Tahoe Donner Association representative has provided Capitol Digital with a file naming convention. As the documents are currently filed in the same order as the naming convention, manual data entry will not be required. Rather, Capitol Digital will simply pre-print a unique barcode value for each file (about 6,000 barcodes). During the document preparation process (i.e. to get the paper scanner ready) a Capitol Digital employee will place this barcode at the start of each file. During the document scanning process, the software will automatically associate each file with the respective barcoded data.



PROJECT DELIVERABLE

Electronic File Type

Each file will be electronically scanned as a multi-page PDF. Each PDF will be renamed to match the barcoded value (e.g. 01001000.PDF). Each PDF will be full-text searchable, via an Optical Character Recognition software process.

The required electronic file resolution has not been discussed. Due to advances in document scanning technology, there is no cost difference between a black-and-white versus grayscale (i.e. 256 shades of gray) or color output. In order to mitigate excessive electronic storage requirements, most customer elect a resolution of black-and-white (that is, bi-tonal, not grayscale) at 300 dots per inch. At this resolution, this project should require about ten-gigabytes worth of storage.

About Optical Character Recognition

An electronically scanned image is essentially a photograph of the scanned document. Once the image-only PDF has been processed through an Optical Character Recognition software process, the document becomes full-text searchable.

While Optical Character Recognition is a mature technology, the automated output is dependent upon the quality of the original paper document. That is, documents that originate from high-quality print devices will generally *OCR* well. The likes of handwritten notations cannot be processed through the software. The OCR output shall be considered as the “best-available” without manual human intervention (e.g. spell-check). For the purposes of this project, OCR is to be deployed in order to help the end-user find content, not to remaster the document electronically.

PROJECT ASSUMPTIONS

The following assumptions have been made prior to the preparation of this project.

- Capitol Digital will box and transport the documents to our secure Sacramento facility, Capitol Digital shall provide the boxes
- The original files will be picked-up in thirds (about 41 boxes per event/week)
- Capitol will either return or shred the scanned boxes
- There is an optional line item for document destruction, receipt of final payment is the customer's authorization for destruction
- Capitol Digital reserves the right to charge a box storage fee of \$5.00 per box per month starting 30-days after the final invoice is delivered but not paid
- Sales tax is not applicable provided that the customer returns the transfer media (e.g. USB thumb drive) to Capitol Digital
- Capitol Digital shall promptly facilitate any interim file request electronically (from a customer pre-approved email list) during regular business hours

RATE SCHEDULE

The following illustration is based upon the information and assumptions as provided herein. The final invoice shall be calculated as the actual quantities submitted multiplied by the illustrated rates. In the unlikely event where the submitted quantities seem to exceed the following illustration, Capitol Digital shall communicate with the customer prior to the commencement of services.

Illustration

Service Description	Qty	Rate	Unit	Ext
Box and transport documents	4	\$200.000	Event	\$800.00
Document preparation	300,000	0.025	Image	7,500.00
Insert barcode separator sheets	6,000	Waived	Image	Waived
Document scanning	300,000	0.065	Image	19,500.00
Optical Character Recognition	300,000	0.010	Image	3,000.00
<i>Subtotal</i>				\$30,860.00
Applicable sales tax				0.00
Total				\$30,860.00

Optional Services

Document destruction	125	\$4.000	Box	\$500.00
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QUOTATION ACCEPTANCE

Acceptance of this quotation can be made known either by issuance of a purchase order or by a signature below. Acceptance establishes a contract for services between the two parties.

X

Agent for:
Tahoe Donner Association
11509 Northwoods Blvd.
Truckee, CA 96161

Date

Agent's printed name and title

CA County
(where signed)

DECISION PAPER



Issue: Adding an Investment Broker - Eaton Vance

Background:

The association currently utilizes two investment brokerage firms Stifel, Nicolaus & Company and Wells Fargo Investments. For over 10 years, the investments have been self directed, meaning Tahoe Donner management (with board and finance committee oversight) has made investments in US Treasuries, bank certificates of deposit, and corporate bonds, all within accordance with the association's Investment Policy.

In an effort to potentially improve investment yields and diversify investment holdings, a managed funds investment broker, multiple managed funds brokers were interviewed over the past few months. Eaton Vance, is being recommend to be added as an investment broker. Eaton Vance's proposal meets the current Investment Policy parameters and net yields are conservatively estimated to be very similar to the current yields. There is the potential for lower net yields, as well as, a good potential for higher net yields than the current self managed investments. About Eaton Vance:

Eaton Vance is a leading global asset manager whose history dates to 1924. With offices in North America, Europe, Asia and Australia, Eaton Vance and its affiliates offer individuals and institutions a broad array of investment strategies and wealth management solutions. The Company's long record of providing exemplary service, timely innovation and attractive returns through a variety of market conditions has made Eaton Vance the investment manager of choice for many of today's most discerning investors.

The Finance Committee has reviewed and approves this additional broker Eaton Vance with managed funds up to \$3,000,000, a brokerage fee no greater than 0.48%, and all funds invested in accordance with Investment Policy of the association.

Options:

- A. Board authorizes the addition of Eaton Vance investment brokerage, with funds up to \$3,000,000 for managed investments with a fee no greater than 0.48% and in compliance with the association's Investment Policy.
- B. Do not add Eaton Vance, continue researching other alternatives

Recommendation:

Option A

Prepared By: Michael R. Salmon, Director of Finance, 11/4/2016

Board Meeting Date: November 12, 2016

General Manager Approval to Place on the Agenda: _____

MEMO



To: TDA Board of Directors

From: Architectural Standards Manager, Sheryl Walker

Subject: Alternate Member Resignation

Date: October 7, 2016

Message: Jewlez Vaio submitted email stating her resignation from the Covenants Committee as an alternate member. The Covenants Committee reviewed her resignation email at the September 13, 2016 meeting (see enclosed).

MEMO



To: Board of Directors
From: Rod Whitten, Architectural Standards Committee Chair
Subject: Alternate Membership: Architectural Standards Committee – Nick Sonder
Date: 10/28/2016

Message:

Attached you will find an email and resume from Nick Sonder requesting to be appointed as an alternate to the Architectural Standards Committee. On Wednesday, October 26, 2016 and the Architectural Standards Committee Chairman Rod Whitten requested that I forward his request letter recommending that he be appointed as an alternate. Nick Sonder has satisfied 3-meeting visitation requirement.

A handwritten signature in black ink that reads "Rod Whitten".

Rod Whitten