



## **FINANCE COMMITTEE MEETING REPORT: July 14, 2016, NWCH**

### **ATTENDANCE:**

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

### **AGENDA ITEMS:**

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

B. 7/14/16 Agenda and 6/9/16 minutes approved 8-0 (Johns 1<sup>st</sup>, Ravano 2<sup>nd</sup>).

**C. June 2016 Preliminary Financials:** Salmon reported that June was another good month financially. Total monthly revenues of \$949,500 were a record by \$86,000. Amenities with particularly strong revenues include Golf, Equestrian, The Lodge and Alder Creek Cafe. Day Camp revenue was down, but per Salmon, that is an issue of timing. While revenue was high, total expenses were \$47,000 higher than budget and \$93,000 higher than last year. \$30,000 of the amount compared to last year was due to Alder Creek Cafe, which wasn't open a year ago. Net Operating Results (NOR) for the month were (\$580,000) which is \$8000 better than budget and \$7000 lower than last year.

NOR Year to Date continues to be outstanding. It is \$1,597,000 higher than budget, resulting in estimated Operating Fund Members Equity of approximately \$3,550,000. YTD, the three snow amenities represent \$1,296,000 of that amount, but Golf (\$58,000), The Lodge (\$62,000) and Pizza on the Hill (\$25,000) are also having strong years when compared to budget. When comparing to last years NOR results, besides the snow amenities, the Lodge and Pizza on the Hill are a combined \$102,000 ahead. But the Marina, Tennis Center and Day Camps are a combined \$89,000 behind last year. In addition, HOA costs are \$236,000 higher than last year.

As Salmon mentioned, TD is coming off a strong winter and continuing that momentum into summer. The June financials will be final on June 15<sup>th</sup>.

Through the middle of July, results are 15% ahead of budget and 20% ahead of last year.

**D. 2016 Summer Concert Results:** Salmon reported that that this year's concerts were very successful. The 2016 budgeted was profit of \$50,000 and we ended up at \$90,000. This is compared to last year's results of \$27,000. A big part of this was being able to spread the costs over two nights and continuing to book good bands. Both nights were sellouts.

**E. Strategic Assumptions for 2017 Budget and Discussion Paper** – As has become tradition during the FC July meeting, Salmon presented his views of what economic and regulatory operating assumptions might impact the 2017 budget. He provided a well thought out and comprehensive presentation. He listed 11 key financial considerations that he believes will impact the budget, most are similar to last year and include modest inflation; compensation merit; California minimum wage increases; Health Care increases; and FED Affordable Care Act. Salmon estimates the impact of these items will be an increase in costs ranging from \$362,000 to \$510,000. He is also recommending that revenues increase slightly to the \$9.4 to \$9.5 million range. A copy of his presentation is attached to these minutes.

John Dundas presented the highlights of a Discussion paper that he and Hank Lewis, former FC member, prepared with their ideas and analysis of considerations when preparing the 2017 Operations Budget and options for the excess Members Equity. Many of the items included in their paper had already been discussed. Their recommendation was to prepare a top down budget that would leave the assessment flat at \$1900, including a reduction in the Operating Budget (-\$74) with increases to the Replacement Reserve (+\$24) and Development Funds (+\$50). In addition, they suggested using part of the excess Members Equity as a credit against the 2017 assessment. A copy of their paper is attached to these minutes.

The general consensus of the Committee was not to refund or use as a credit any of the excess Members Equity. Comments included (1) helping to keep the operating budget assessment lower for the next few years and publicizing this to the members; (2) use it for DF or RR projects that are coming up. The Committee expressed their thanks to Dundas and Lewis for taking the time to prepare this Discussion Paper.

Overall it was a very good discussion with many new ideas presented that the Committee can consider during this year's budget process. Salmon indicated that we should have a preliminary budget for our August meeting.

**F. New Finance Committee Member** - The Committee discussed and was supportive (8-0 vote) of adding Jim Stang as a new alternative member. This will result in the Committee being full at ten members. King will provide the necessary information for this matter to be included on the July TD Board agenda.

**G. Agenda Items for Next Meeting**

- GPC Update of Current Projects
- Review of Preliminary 2017 Budget
- Capital Funds projection update
- New Authorization Level Policy and Review of Resolution Schedule

**NEXT MEETING DATE:** August 11th, 2016, 3:00pm, NWCH

**ADJOURNMENT:** 4:38 pm; (Johns 1<sup>st</sup>; Leibow 2<sup>nd</sup>) Approved 8-0

Prepared and Submitted by: Art King, FC Chair

# GPC MEETING

## TAHOE DONNER ASSOCIATION

### July 11, 2016

**Location:** NWCH Mezzanine  
**Date:** Monday 7/11/2016  
**Time:** 3:00pm – 4:30pm

#### **Attendees:**

Tahoe Donner Association: Robb Etnyre – General Manager  
Forrest Huisman – Director of Capital Projects  
Megan Rodman – Executive Assistant  
Lee Gray – Capital Projects Coordinator

Board: Steve Miller, President

Finance Committee Liaison: John Dundas

GPC Committee: Michael Sullivan, Chair - Present  
Nan Meek, Co-Chair - Present  
Bruce Barton - Present  
Michael Bledsoe - Present  
Michael Fajans - Call in/Conference  
Nichelle Lyons - Call in/Conference  
John McGregor - Present  
George Rohrback - Present  
John Stubbs - Present  
Doug Sherman, Alt – Absent  
Tom Johns, Alt nominee - Present

Guests: None

#### **Meeting Notes:**

The meeting was called to order by Michael Sullivan at 3:00pm

#### **Approval of Minutes**

Michael Sullivan requested a motion to approve the minutes from the June 6<sup>th</sup> Joint Board meeting. The motion was moved by Michael Bledsoe and seconded by George Rohrback. All being in favor, the motion passed unanimously.

#### **Member Input**

No Guests being present there was no member input.

#### **Membership Meeting**

Michael Sullivan gave a report on the membership meeting, and advised that it was captured on video and posted on the TDA website. Nan Meek hosted a booth at the Expo, explaining in more detail how members could input information to the capital process. Michael encouraged the group to read the

Survey, noting that 1447 members responded to the survey, 1410 being in agreement with the vision statement. He also noted that 80% of the members responding to the survey were second homeowners. Michael has summarized the Vision, Values and Mission statement and put it on SharePoint.

### **Updated list of Potential Capital Projects – Forrest Huisman**

On a quarterly basis, the entire list of preliminary capital improvement ideas is prioritized by the Board President, GPC Chair, and General Manager, which are further detailed by Staff in a Project Information Paper, which currently include the following projects;

1. Cluster Mailbox consolidation with overhead roof structure
2. Expanded parking area at Glacier Way Trailhead
3. Water Bottle filling stations at major amenities
4. Association Master Plan
5. Summer Trail Grooming for Nordic and Downhill Ski areas
6. Additional storage for recycling and winter summer operations at ACAC
7. Remodel of poolside locker rooms, steam room and sauna

On a monthly basis, Forrest produces a list of the ideas which he receives via email, phone calls and comment cards, and shares the list with the GPC and on the website, where they are subsequently ranked on a quarterly basis:

1. Basketball and Volleyball courts
2. Rock Climbing and beach volleyball
3. Vaulted restrooms at Glacier Way Trailhead
4. Additional speed limit signage or traffic calming.
5. Upgrading the Southwest columns with stone along the base to match the front
6. Additional barriers between ACAC terrace and arena pathway
7. Improved footing at the Equestrian Arena
8. Improved footing at the Equestrian Round Pen (Already complete)
9. Grass and fencing for polo club and horse jumping at Equestrian Center
10. Downhill Ski Area: Updated seating areas, restrooms and parking
11. TCRC: Additional parking on the driving range directly below the Tee boxes, for usage during large events.
12. Consider lower cost remodel options to minimize impact and maximize member benefit at TCRC. Currently looking at a 4,000 Sq. Ft addition that is being considered at a \$2.5 million estimate.
13. Consider bond to fund undergrounding power lines, improving the look of the association.

### **Update of Capital Funds Projection (CFP) – Forrest Huisman**

Forrest reports that there have been no updates from the June GPC meeting. There are \$183,000 remaining in the 2016 Budget, with the following project updates:

- Snowmaking improvements are installed.
- The Solar project at the Marina will be starting, pending July building permit. The project needs to be complete by the end of August for TDA to receive the rebate. The recapitalization timeframe with the rebate and the federal tax incentives is 5 years. The 5.8Kw solar array

produces 25,000 watts per sunny day. The roof structure at the Marina faces south and is ideal orientation and slope. TDPUD has run out of rebates, where one commercial rebate equals approximately ½ of the cost to install a 5.8KW system.

- The Association Master Plan Project is going to the Board for review on July 23, and upon approval, will be added to the 2016 list using available development funds.

### **Equestrian Steering Committee – Arena Path – John Stubbs**

John Stubbs reported that Phase 2 of the equestrian relocation project is complete, and that staff and borders are very excited about the results. The project was completed within schedule and budget. Phase 3 will be required to close out the open building permit, which include dust mitigation, accessible pathways and parking, Wash Rack, and Guide shack.

### **Association Master Plan Task Force update – Bruce Barton**

Bruce reported that Dudek modified select proposal details as requested, and reduced their fee, by eliminating items that were not necessary. If it is approved, the Plan should be completed by next February. The committee members would be invited when Dudek and Staff tour amenities under task 1.

Bruce Barton made a motion that the GPC recommends that the Board approve the contract for the Association Master Plan. George Rohrback seconded. The motion passed by unanimous vote 9-0.

Forrest will now prepare a Decision Paper for the Board's review on July 23<sup>rd</sup>, and upon approval, He will continue coordination with the task force to organize site tours and forthcoming Public Forum.

### **Member Communication Plan Task Force update – Nan Meek**

The subcommittee met earlier in the afternoon. They are looking at doing something new for the website. A navigation pane that is a spreadsheet of all of the active projects that have made it to the Project Information Paper stage. All documents going forward will then be uploaded to the navigation pane so any member can go to the website and know where the project stands. This will be a more transparent way for members to stay informed.

The Communications Department will start reporting the analytics for all the messages via email blasts to the task force. The Task force will then be able to see what messages members want to read.

The Task force is looking to put 2 more stories in Tahoe Donner News. The July issue just had the explanation of the 1<sup>st</sup> stages of our capital process. The August issue will have an article about the project task force analytics criteria. The September issue will address the idea evaluation criteria. John Stubbs will be writing the article for the August and Forrest will be writing the article for September.

We are part way through doing a video script that explains what the GPC is and does.

### **TCRC Poolside Locker Room Remodel Task Force update – John Stubbs**

The Poolside Locker Room task force consists of John Stubbs, Miguel Sloane, Forrest Huisman, and Liz Moore. A report was submitted 2 months ago. Robb Etnyre requested that the previous report be used as a model template on how task forces would operate.

- Complete Architectural studies with construction documents are due 7/15.
- Forrest has 5 contractors who are presenting preliminary construction costs by 7/15.
- The Task force will meet and review the preliminary construction costs and report to the GPC on 7/19.
- We are expecting the GPC to provide an update to the board at the July 23<sup>rd</sup> board meeting and request approval for permitting.
- Forrest advised that we have \$440,000 allocated for the replacement of the Locker rooms, Sauna and Steam room. The project is currently to be funded using Replacement Reserve Funds. With consensus from the GPC and approval from the Board for permitting we should be able to present a contract to the Board in August.
- Start of construction in September.

A motion was made that after the bids are received and other issues are resolved that we pass this on to the Board as recommended by the GPC at the July 23<sup>rd</sup> Board Meeting. Michael Bledsoe seconded the motion. The motion passed by unanimous vote 9-0.

### **Refillable Water Bottle Stations**

A refillable Water Bottle Station will be installed at the Lodge and 1 was recently installed at the Marina.

### **Assignment of New Project Task Force Committees-**

- Cluster Mailbox – Forrest Huisman, Bruce Barton, John McGregor, George Rohrback
- Expanded Parking at Glacier Way – Forrest Huisman, Nichelle Lyons, Michael Bledsoe, Tom Johns
- Summer Trail Grooming – Forrest Huisman, Steve Miller, Michael Fajans,
- Additional Storage ACAC – Forrest Huisman (Will provide reports to GPC)

### **Existing Project Task Force Committees-**

- Trout Creek Locker Room Remodel – Forrest Huisman, Miguel Sloane, John Stubbs, Liz Moore
- Association Master Plan – Forrest Huisman, Bruce Barton, Michael Sullivan, Nan Meek, George Rohrback, Robb Etnyre, Steve Miller, Michael Bledsoe, Miguel Sloane.

### **Expansion of Trout Creek**

John Stubbs asked if the old Sub-Group could be reinstated, despite the project receiving a priority 2, with no PIP or Task Force committee. Because there are new suggestions that may lead to less expensive construction requirements, the overall project could be less expensive as it may not require additional parking stalls. John Stubbs and Michael Bledsoe aim to meet with Courtney Murrell next week to review suggestions and plans, and report findings at the next GPC meeting.

**Assignment of Finance Committee Liaison –**

The decision was delayed to August 1 GPC meeting.

**New Business**

Michael Sullivan made a motion that Tom John's to be an alternate on the GPC. John McGregor seconded. The motion passed by unanimous vote 9-0.

Proposed next meeting – Monday August 1, 2016 at 3:00 p.m. at the Northwoods Clubhouse.

Adjourned at 4:30 p.m.

Recorded & submitted by Lee Ann Gray



**TDGF Committee Meeting –July 11, 2016 3-5 PM.**

**Meeting Minutes**

**Attendance: Dick Gander, Lois Ermak, Pam English, Jeanette Fagerskog, Katie Veni, Norm Nicholls**

1. New (& potential) Members – Tracy Giles will meet us at the Trails and Ales event
2. Minutes -Additions and corrections? – None noted
3. Merle Resignation as Co-Chair – we all thank Merle for her service
4. Treasurers report + Statistics –**Dick – no update at this time**
5. Web site up to date? - **not covered**
  - a. Update list of articles
6. TD News Articles – **Dick**
  - a. July – Scholarships – done
  - b. Aug – Farm to Table Dinner – Katie/in process
  - c. Sept – Grant making process & pitch – Dick
7. Trails & Ales Update – Norm – Good selection of raffle items. Committee would like to add a “50/50” option where the winner gets 50% of the total ticket value sold. We will pull the winners at 3:30 pm. Those not present will be called on Monday morning by Pam and Jeanette – prizes will be at Member Services. Out of towners may elect to have the item sent but this should be a limited option. Norm, Dick, Lois and Katie will work the booth at Trails and Ales. Pam and Jeanette agreed to make calls to winners not present on Monday. Dick is preparing the inventory of items.
8. Farm to Table Dinner – Debrief
  - a. Financial Results – Raised \$8,873, will grant \$2,464 to the Food Hub
  - b. Process Review – Need to set % share with any partner up front, Need to note “Cash Bar” if that is the case. Overall, food was good, but chicken was ok.
  - c. Next year? – Set September as a planning meeting for next year. Agreed that spring/early summer is likely a good time for such an event.
9. TTCF Grant Process Update – Dick – reviewed TTCF’s new process. We will try to involve more committee members in the process this year.
10. Truckee Thursdays – Agreed that we would hold off on covering the bus stop until we have a strategy. Katie will lead us through a strategy session on Wednesday, July 27 from 10 to 3 pm at Pam’s house. The goal will be to revisit our strategy and put a plan in place for the next year.
11. Other items:
  - a. We are going to look at using Facebook, Twitter and NextDoor for more publicity – such as reuse each TD News article on these sites.
  - b. Suzanne is going to look into an event at Pizza on the Hill in August.
  - c. Brinn suggested that we do a thank you piece in the Sierra Sun following Trails and Ales. She will help us with this.

**Next Meeting August 1, 3-5 PM, Meadow Room Northwoods Clubhouse**