

MINUTES RECAP
TAHOE DONNER ASSOCIATION
REGULAR BOARD OF DIRECTORS MEETING

Northwoods Clubhouse
September 3, 2016
12:00 p.m.

I. Member & Director Comments: No Action

The 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.

- Review of Board Authorized Management Compensation and General Manager hiring in 2009 utilizing a professional CEO search firm, employment agreements with 7 different Boards of Directors covering the years 2009-2020, including deferred compensation utilizing approved IRS 457f programs and required IRS Form 990 annual disclosures.
- California Proposition 64, Marijuana Legalization (2016), Town of Truckee planned policies, and impact on Tahoe Donner.
- Tahoe Donner's senior management off-site 2016, which was not part of the annual assessment, but utilized surplus operating funds of \$9,034.08, considered normal corporate function for a midsized company with a \$21-million-dollar annual budget, 65 full-time and over 450 seasonal employees. Teambuilding and strategic planning are important functions of corporate off-sites.

II. Approval of Minutes: Approved 5 – 0

The Board approved the July, 23, 2016 Regular Meeting Minutes.

III. Consent Calendar: Approved

The Board approved the following items –

- Employee Policy and Procedure Manual update (Approved 5 – 0)
- Health Insurance Renewals, effective 10/1/16 (Approved 5 – 0)
- Tahoe Donner Giving Fund Grant Authorization (Approved 5 – 0)
- Dissolve Equestrian Committee (Approved 5 – 0)
- Winter 2016/2017 Rates for Season Passes, Season Programs, and Group Business (Approved 4-0, 1 Abstain)
- CalFire Weather Tower Land Lease (Concept Review) (Approved 5 – 0)
- Audio and Video Equipment for Board Meeting Recordings (Approved 5 – 0)
- Additional Storage at Alder Creek Adventure Center (Approved 5 – 0)

IV. Safety Within Tahoe Donner: No Action

In recent months, the Board of Directors have been receiving numerous Membership concerns about speeding in Tahoe Donner. Adam McGill, the Chief of Police of the Truckee Police Department was present to address public roadway safety within Tahoe Donner. Radar devices placed along Northwoods Blvd., revealed that on average 85 percent of the 15,000 vehicles tracked, were traveling at 43 MPH. This information was then cross-referenced with data collected on traffic accidents and citations. On Northwoods Blvd. alone, in 2013 there were 93 citations issued, 143 issued in 2014, and 134 issued in 2015. As a result, the Police Department has increased their presence, warnings, and traffic enforcement within Tahoe Donner. However, Adam McGill stated that the best way to tackle the issue is for everyone to be constantly aware of their speed and the speed limit while driving, as well as set an example for others within the community by going the speed limit.

V. Board Governance, Authority, Meeting Procedures, and Agenda Policy: Approved 4 – 1

The Board approved the Overview of Board Governance, Authority and Meetings and Policy and Procedures on the Conduct of Board Meetings Policy 2016-1.

VI. Director of Finance and Accounting Report: Approved 5 – 0

The Board approved the 2016 July Financials presented by Mike Salmon, Director of Finance and Accounting.

VII. Architectural Standards Fees and Permits: Approved 5 – 0

The Architectural Standards Committee and staff have discussed architectural standards project fees over the last six months in relation to the overall goals of the Strategic Plan, committee, and department. As a result, the Committee and staff presented to the Board a decision paper to eliminate some of the Minor Change to Existing Project fees. The Board approved Option 2 of the decision paper to approve the elimination of the required fees for the Minor Change to Existing Projects as follows:

- Paint/stain changes
- Front door/Garage door paint/stain changes
- Roof/gutter changes
- Exterior lights updates
- Door changes: garage, front/back/side (without reframing)
- Window changes (without reframing)
- Animal Resistant Garbage Can Enclosures – with the exception of custom built
- Hot tubs placed on/under existing structures
- A/C placed on/under existing structures

VIII. Executive Session Report: No Action

Board Secretary, Jeff Schwerdtfeger reported that the Board met in Executive Session to review Contract Bids for the Trout Creek Recreation Center Poolside Locker Room Remodel.

IX. Construction Contract Award: Trout Creek Recreation Center Poolside Locker Room Remodel: Approved 5 – 0

In an effort to complete the Remodel prior to Christmas 2016, the Board approved Staff to award a project contract to Mt. Lincoln Construction Company, utilizing Replacement Reserve Funds and a total project budget not to exceed \$521,819.00.

X. 2017 Budget Report: No Action

To assist the Board with budget planning for the upcoming new year, Michael Salmon, Director of Finance and Accounting, presented to the Board an overview of the 2017 Budget drivers. This briefing included the strategic goals of the Association for 2017, a 2016 Annual Assessment analysis, visitation statistics, key economic and regulatory operating assumptions for 2017, operating revenues for the year, and corporate resolutions and governing documents that impact the budget planning process, along with recommended board planning guidance for 2017. The main areas of focus for budget planning for 2017 are:

1. No increase in 2017 Annual Assessment (AA), which may require more aggressive revenue assumptions and or cost control service level impacts.
2. With ~25% Funded Reserve, hold Replacement Reserve portion of Annual Assessment
3. Strategic plan priorities are still valid
4. Development Fund values time over increasing funding level
5. Identify Replacement Reserve major improvement plans for Board validation
6. No modification to calendar fiscal year
7. No Change for 2017: Transfer Fee, Recreation Fee, or Daily Member Guest \$6/\$8
8. Public Amenities – target Public prices for greater increases, minimize Member prices increases where practical
9. Private Amenities – minimize Member price increases where practical

XI. Land Management Plan: Approved 4 – 0 (1 Abstained)

The goal of the Land Management Plan is to create a guiding document, which provides a written account of existing conditions of Tahoe Donner's physical environment and provides information needed to proactively protect, maintain, and enhance the Tahoe Donner lands and its unique environment. The Board voted to adopt the final draft of the Land Management Plan for Tahoe Donner owned land as presented with a few minor language edits.