



## **FINANCE COMMITTEE MEETING REPORT: April 20, 2017, NWCH**

### **ATTENDANCE:**

Members present: King, Stang, Hunter, Disbrow, Dundas  
Members absent: Ravano, Eyton-Lloyd, Johns, Leibow  
Staff Present: Salmon, DFA; Etnyre, GM; Rodman, Staff  
TD Board member: Bonzon, Miller  
GPC Liaison: Sullivan  
TD Member: Zazzi; Ski Bowl Condo Assoc.

### **AGENDA ITEMS:**

**A.** Call to order; 3:02pm, quorum present

**B.** 4/20/17 Agenda and 3/16/17 minutes approved 4-0 (Hunter 1<sup>st</sup>, Stang 2<sup>nd</sup>; Dundas Abstention).

**C. Review of March Financial Results** – Salmon distributed a detailed draft of the March financials. It showed that Net Operating Results are expected to be \$376,000 ahead of budget and \$152,000 ahead of last year's results. March is showing record revenues and costs. The big producers this month were the three snow amenities, which ended up at \$265,000 of NOR above budget. A number of other amenities showed small positive NOR results.

For the first three months of the year, NOR is \$993,000 ahead of budget and \$67,000 ahead of last year.

As of March 31st, Member's Equity is estimated to be \$5,397,000, which is \$4,297,000 ahead of the minimum operating fund reserve requirement. Salmon indicated that he might start showing both of these components of Equity on financial statements.

The preliminary results for April shows that NOR should be \$200,000 above Budget.

**D. Review of 2016 Annual Report** – Prior to the meeting, Salmon presented committee members the draft of the Annual Report. We discussed some potential changes to try to make the document easier to read and understand. Mike will consider these and provide the draft for our review.

**E. Update on Projects for TD Board of Directors. –**

1. Compensation Study - King reported that the Compensation is currently under way. The consultant, Romanoff Consulting plans to give an update at the April Board meeting. The project is expected to be completed in the fall of 2017.

2. No recent work has been done on the communication project. We will check to see if the newly revised 2016 Annual Report will help.

3. Dundas provided a schedule of expected policies to be updated this year. The next will be Policies and Procedures Regarding Delinquent Assessment Accounts which is expected to be presented to the Board in June. Jim Stang volunteered to join the Resolution Review Committee.

**G. Update of Tahoe Donner Housing Project –** Michael Sullivan, Chair of the GPC reported that TD staff and the Board were considering the prospect of purchasing land and building housing for employees. It appears that this was without current input from the GPC. The FC was also not aware of this potential project. It was later determined that no decision was to be made at the April Board meeting. The FC urges the Board and TD staff to use our committee to help review any analysis prepared.

**H. Finance Committee –** The Committee currently has one opening. King asked members to think about potential candidates and to forward their names on to him.

**I. Agenda Items for Next Meeting**

1. Tahoe Donner Housing project update
2. 1<sup>st</sup> Quarter Capital Funds update
3. Committee Member Profile – Leibow
4. What more can the FC do besides our regular work.

**NEXT MEETING DATE:** May 11th, 2017, 3:00 pm, NWCH

**ADJOURNMENT:** 4:20 pm; (Disbrow 1<sup>st</sup>; Stang 2<sup>nd</sup>) Approved 5-0  
Prepared and Submitted by: Art King, FC Chair

# Tahoe Donner General Plan Committee

## Monday, May 1, 2017 Meeting Minutes

**Location and Time**

NWCH Mezzanine at 3 PM

**Call to order:**

The meeting was called to order by Nan Meek at 3:02 PM.

**Attendees:**

ORGANIZATION	NAME	HERE	NOT
GPC Committee:	Michael Sullivan, Chair -		X
	Nan Meek, Co-Chair -	X	
	Jim Beckmeyer -	X	
	Michael Bledsoe -	X	
	Michael Fajans -		X
	John McGregor -	X	
	George Rohrback -	X	
	John Stubbs -	X	
	Tom Johns, Alt -		X
Board Liaison:	Steve Miller, Director -	X	
Finance Committee Liaison	John Dundas -	X	
Tahoe Donner Association	Robb Etnyre, General Manager -	X	
	Forest Huisman, Dir. of Capital Projects -	X	
	Megan Rodman, Executive Assistant -	X	
	Miguel Sloane, Operations Manager	X	
	Mike Salmon, Dir. Finance		X
Guests:	Courtney Murrell	X	
	Jeff Bonzon	X	

**Approval of Minutes**

Nan Meek called for approval of the minutes of the last meeting. A motion was made by Jim Beckmeyer to approve the minutes as written. The motion was seconded by John Stubbs.

**Member Input.**

None.

**Updated list of Potential Capital Projects:**

The updated list is available on the Tahoe Donner website.

**Project Task Force updates:**

The following projects are active:

- Employee Housing – Meek, for Fajans

The Board directed the GPC to work with staff and the Finance Committee to come up with a plan for this priority 1 capital project.

Meeting update:

## Tahoe Donner General Plan Committee Monday, May 1, 2017 Meeting Minutes

General Manager Robb Etnyre discussed the Staff/Management perspective on this project, including a review of various Net Present Value scenarios, and answered questions from GPC members, including:

Location preferred would be commercial zoned, which pays no assessment to the association (no loss of revenue) and neighbors are multi-family parcels.

Conceptual design is rooms off a common area, shared kitchen, and perhaps 3 beds per room, which experience has shown is the optimum max. The number of rooms per unit has not been defined.

Amount of parking to be determined.

Management would include a live-in “den person” to oversee operations.

Rental would be paid by employees based on the final model developed.

Cost of buy/build would come from the development fund and can be offset by the discretionary transfer of current operating fund surplus into the development fund.

Staff/management prefers to buy land this year and build in 2018. Several GPC members stated their preference that this project should be considered for funding along with the other capital projects listed in the association master plan.

Board members said there is no vote scheduled on this project at the next board meeting and the GPC should continue the capital projects process. Based on the information from this meeting, the task force will pursue local real estate/housing data to inform further analysis of this project for the GPC.

- Alder Creek Adventure Center Storage – Huisman  
Currently under construction. Estimated completion by end of June, 2017.
- Trout Creek Space Reallocation – Stubbs  
Progress report is attached.  
Meeting update: Robb noted that a significant percentage of the funds needed for this project would come from replacement reserves; amount to be confirmed.  
**Motion:** *John Stubbs moved, and Jim Beckmeyer seconded, that the GPC recommend to the Board of Directors to approve the architect’s proposal. The motion passed unanimously.*
- Cluster Mailbox Consolidation – Rohrback  
Progress report is attached.  
Meeting update: If approved, new boxes could be numbered like apartments (box address, then box#) so they can be assigned without consideration of address sequence. Mail carriers are not aware of this option being considered. Cost would come from development fund; likely an amount within general manager’s signature level.

## Tahoe Donner General Plan Committee Monday, May 1, 2017 Meeting Minutes

- Downhill Ski Area Study – Beckmeyer  
Progress report is attached.

Meeting update: Engineering study structural review states remodel is feasible, but with significant implications. These would include new supporting structures, new shear walls, new beams and headers, and foundation work.

General architectural review states structural modification beyond normal would be required. ADA accessibility including an elevator would be needed, all rest rooms require updating, an exit analysis would lead to modifying stair wells etc. The study conclusion is the effort would not be worth the means.

Task force is reviewing the strategy of building a supplemental lodge in front of the existing structure, which could someday be added to a full rebuild of the current lodge, when economically feasible for the association. Next Task Force meeting is Friday, June 2.

Miguel reported on lifts: retrofit needed on Eagle Rock to access towers for maintenance – must custom-manufacture parts as manufacturer is out of business; Snowbird experienced some delayed opening times due to frozen cable connection at towers – functioning but seeing more challenges.

- Association Master Plan – Sullivan  
Progress report is attached.

Meeting update:

**Motion:** *The GPC recommends to the Board that the Dudek contract be terminated and no further work from them is anticipated.*

Per Steve Miller and Jeff Bonzon, the board had previously given Robb Etnyre approval to terminate the Dudek contract, making a vote by the GPC on this unneeded.

- Communications Task Force – Meek

Capital Projects at a Glance was updated for the May issue of Tahoe Donner News. A recap of the Communication needs identified at this meeting will be calendared for implementation.

Meeting update: June TD News, will include updated Capital Projects at a Glance and an article on employee housing.

Discussion: Complaint at last board meeting about lack of communications – meeting consensus was that we are communicating frequently across multiple channels, and we would like more of our recipients to access those communications.

*The following projects are awaiting direction from the Association Master Plan:*

- *Equestrian Center Phase 3 – Meek*
- *Glacier Way Expanded Parking – Huisman*

# Tahoe Donner General Plan Committee

## Monday, May 1, 2017 Meeting Minutes

### **Post Project Review Process**

See attached report on Water Bottle Filling Stations – Huisman  
Meeting update:

Review of project details generated discussion of new construction and maintenance funding.

*The following projects are complete and are awaiting a post project review.*

- *Summer Trail Grooming – Huisman*
- *Trout Creek Poolside Locker Room remodel – Huisman*
- *Alder Creek Adventure Center – Huisman*

### **New Business:**

John Stubbs will represent the GPC at the board of directors' candidate information meeting on Thursday, May 4, from 2 to 4 PM.

### **Adjournment:**

The meeting was adjourned at 5:00 PM.

### **Next Meeting:**

June 5, 2017 at 3PM at NWCH Mezzanine

### **Attachments:**

#### **Progress Report – Alder Creek Adventure Center Storage**

Currently under construction. Estimated completion by end of June, 2017.

#### **Progress Report – Cluster Mailbox Consolidation**

Forrest and I met with the acting postmaster, Jim Krueger on April 17 to discuss our idea of locating mailboxes designated as post office boxes at the Zurich cluster. This would allow TD members that can't get a cluster box because of sequencing issues to avoid having to go to the post office to pick up their mail. Mr. Krueger was receptive to the concept and indicated that he would check with the regional office in Las Vegas and get back to us within a couple weeks. If this is approved, we plan to install two pedestals and notify TD members of their availability as soon as possible. Next step is to determine preferred alternative for locating and providing weather protection for new cluster boxes

#### **Progress Report – Downhill Ski Area Study**

Consultant RFP released April 25th. Site visits expected in May; contract signed in June. Will push hard for a quick turn on recommendations / report. Engineering firm under contract (soon!) to assess current lodge - expect report in May/June. Next Task Force meeting afternoon of April 28th. Primary agenda item: how to maximize generation of funds for the project.

# Tahoe Donner General Plan Committee

## Monday, May 1, 2017 Meeting Minutes

### Progress Report – Association Master Plan

The Association Master Plan has been re-written by the GPC. The resulting plan was presented at the April 22 Board Meeting. Several edits were proposed. These will be incorporated into the plan and re-submitted to the Board at the May meeting. Dudek was contracted to write the plan but only provided the current state analysis. GPC and staff wrote the other half of the plan and wish to terminate the contract with Dudek.

**Motion:** *The GPC recommends to the Board that the Dudek contract be terminated and no further work from them is anticipated.*

### Progress Report – Post Project Review: Water Bottle Filling Stations

Post Project Review - Bottle Filler Fountains								4/26/2017
Amenity	Qty	Description	Supply/Install	Budget	Costs	RRF Budget	Date installed	Comments
Cross Country	2	Drinking Fountain / Bottle Fillers	Blue Rock Construction	\$3,500.00	n/a	\$ 6,000.00	2015	14 yr life on schedule - New construction.
Downhill Ski Lodge	3	Oasis Drinking Fountain / Bottle Fillers	Capital Proj/Maint	\$5,726.00	\$4,531.00	\$ 7,500.00	2017	14 yr life on schedule - 3 new to be installed - in progress
Lodge Restaurant	3	2 drinking fountains - 1 bottle filler	Capital Proj/Maint	\$2,000.00	\$1,739.00	\$ 7,500.00	2017	14 yr life on schedule - Added bottle filler to new location - in progress
Marina	1	Oasis Drinking Fountain / Bottle Filler	Capital Proj/Maint	\$2,000.00	\$1,926.00	\$ 3,000.00	2016	14 yr life on schedule - replaced drinking fountain with bottle filler
Northwoods Clubhouse	1	Oasis Drinking Fountain / Bottle Fillers	Capital Proj/Maint	\$2,500.00	n/a	\$ 3,000.00	2015	14 yr life on schedule - replaced drinking fountain with bottle filler
Trout Creek	2	Oasis Drinking Fountain / Bottle Fillers	Capital Proj/Maint	\$6,000.00	\$5,989.00	\$ 6,000.00	2015	14 yr life on schedule - replaced drinking fountains with bottle fillers
Future locations considered:								
Amenity	Qty	Description	Supply/Install	Budget	Costs	RRF Budget	Date installed	Comments
Campground								not currently on the RRF Study
Forestry Building								not currently on the RRF Study
Golf Maintenance Building								not currently on the RRF Study
Maintenance Building								not currently on the RRF Study
Tennis								not currently on the RRF Study

### Progress Report – TCRC Space Reallocation Project Task Force

Space Reallocation Task Force Consensus Points on Architectural Feasibility Study Options.

Report summary of Task Force meeting on April 7, 2017:

The Space Reallocation Task Force has previously had consensus and received approval at the Monday, April 3, GPC meeting that Option A from the March 22 Todd Mather Feasibility Study would be the preferred Space Reallocation Project going forward and that Option B would no longer be considered. The GPC also approved the Task Force recommendation that the Project would be phased with the West Wing construction, estimated by Mather to take 6 months, to be begun first and that the East Wing construction, estimated to take 9 months, follow the completion of the West Wing; The Task Force at the April 7 meeting reached consensus on the following points:

1. During the West Wing construction, the chosen Contractor will maintain TD member access to the gym/classroom space adjacent to the two adult hot tubs. During the East wing construction, TCRC Staff will keep as much exercise equipment as possible available to TD member use. This will require relocation of some equipment to various areas of the West Wing, including placement in the gym/classroom space. Some of the current fitness classes may need to be relocated. Staff will explore the possibility of class relocation to areas in Northwood

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Clubhouse. TCRC Staff are in progress in developing plans that will specify the amount of equipment that will be available to TD members. However it is recognized that access to equipment will be compromised and that this will create some necessary member inconvenience during the East Wing construction phase.

2. It was agreed that the 53 sq ft unisex bathroom in the East Wing would be repurposed, possibly being converted into a storage area.
3. Forrest has given an estimate that the cost of suspension of the mechanical equipment in the 31 sq ft Mechanical Room in the East Wing would be in the range of \$30,000 to \$35,000. There was consensus that the advantages of this suspension to make an unblocked connection between the two current exercise rooms warranted this expense and this should be included in the Space Reallocation Project plan. It was recognized that this would require relocation of the drinking fountains and bottle refill station.
4. There was a lengthy discussion of the benefits of increasing the space in the Free Weight/ Stretching area from the 541 sq ft of the existing Kid's Camp room to 898 sq ft by removal of the 3 double doors, the west wall of the Kid's Camp room, and addition of a new exterior wall to enclose the hatched area as shown in the floor plan on page 30 (page 8 of the diagrams following the last photo (page 22) of the Todd Mather Study.) [See also pages 6 and 10 of the floor plans and photos 18 and 19]. There was consensus that retaining this expansion was a vital part of the aims of the space Reallocation Project. The cost of doing this is already included in the Mather estimate of \$1,307,000.
5. There was consensus that the massage room should be kept in its current location in the West Wing.

The Task Force requested that these points of consensus be reflected in the TCRC Space Reallocation Project scope and RFP process that shall be sent to architects during the week of April 17.

Accordingly, Forrest Huisman reported the following:

The Trout Creek RFP was sent to the following Architects, with initial responses received from four. Their final fee and schedule proposals are due by May 12, ahead of the May 20<sup>th</sup> Board Meeting.

- MacCracken Architects
- Todd Mathers
- Siteline Architects
- Dale Cox
- Ryan Group (no response)

**A Decision Paper will be required at the May Board meeting to select an architect to produce the construction documents needed to enable contractor bids for the Space Reallocation project.**



## Minutes from Tahoe Donner Giving Fund

**Meeting Date: May 2, 2017**

**Location: Meadow Room, Northwoods Clubhouse**

The meeting was called to order by Suzanne Sullivan at 3:00 on May 2, 2017. In attendance were Suzanne Sullivan, Lois Ermak, Katie Veni, Jeanette Fagerskog and Linda Slatterly. Linda Slatterly and Andy Bullion are new members. Andy Bullion plans to attend our next meeting.

### Agenda Items

1. New Member: Linda was welcomed into the group.
2. Minutes: There were no corrections to the minutes
3. Treasurer's report: There were no changes from last month's report. We have about \$20,000 available for granting and that includes \$7000 for scholarships. We granted two \$2000 scholarships this year and plan to award another \$1000 to each of our past three recipients if they have maintained satisfactory grades and are still in school. The TTCF will qualify the past recipients before we award the grants.
4. News Articles
  - a. Kate reported - Biking for a Better World – The article will be ready for the July issue. Kate attended a fundraiser for the group at Bar of America and found it well organized with delicious food and a good selection auction and raffle items.
    - i. Kate will ask them for a silent auction item for our dinner.
  - b. Community Recovery Resources was submitted by Suzanne and will appear in May issue.
  - c. Katie will write the article on our scholarship grantees for the June issue.
5. Scholarship Report:
  - a. Katie, Jennifer and Pam reviewed the 120 applicants for our and other scholarships through the TTCF. All three found the process interesting, but overwhelming.
  - b. The team will make recommendations to TTCF for next year's process; including selection categories and weighting that better reflect the goals of the TDGF, such as financial need. We think that at least one member who has been through the process should be on the team next year.
6. Tahoe Donner Cares Campaign
  - a. Plans for this summer/fall
    - i. Bingo:
      1. We decided that we would attend and manage the bingo game at Pizza on the Hill in July. That includes July 3rd, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup> and 31<sup>st</sup>. Suzanne will check with Pizza on the Hill about our schedule. Pam and Linda will coordinate our team and supplies on each date. We will request one staff person and at least three Giving Fund people for each night.
      2. We will wear our Truckee Cares Stickers and hand out information, stickers and coasters and have our flag on site. Two people will run the bingo game and 1-2 people will converse with the diners to get them familiar with the Giving Fund.
      3. Katie will prepare a small "tent" for the tables containing request for funds.
    - ii. Truckee Thursdays this summer.
      1. We plan to meet and greet people at the bus stop at Trout Creek for the first three weeks of Truckee Thursdays, starting June 8<sup>th</sup>.
      2. Lois will coordinate our schedule and we will try to have two people for 1-2 hours each night.
    - iii. Concert ticket add-on sales: This is working and Suzanne will keep up on the totals.
    - iv. New Member meetings
      1. Lois will ask Marketing if any such meetings are scheduled.

2. We will ask Dick to check with the Board as to whether they plan to have more new member meetings.
  3. Lois commented that in her experience at two events, the successful one was held in the Northwoods club house and was more intimate than the one held at the Lodge.
  - v. Social Media
    1. Pam and Katie prepared a template for messages for E-blast, Facebook page, and website and Next Door. Katie sent out the first two social media blasts.
    2. Each person will be responsible for using that template as a guide with a few sentences about the new article or activity. Katie will send us a link to that document.
  - vi. Home party for large donors- We will put this item off until November.
  - vii. Bulletin Board- Dick will follow up on this.
7. Annual Dinner Planning
- a. Suzanne reported that she is arranging the dinner menu soon.
  - b. Jeanette reported on the silent auction items, which are going well.
  - c. Pam will write hand written thank you letters to the sponsors and silent auction donors on our letterhead. Suzanne will add our new members to the letterhead and send to Pam. She will start writing the thank you letters as she gets confirmation of sponsorship or donation.
8. Website- Katie reported that nothing new has happened this past month.
9. Agenda items for next meetings
- a. Discussion about what the split between grants and scholarships should be.
  - b. Discussion about messaging for calls for action: Summer call for grants and year end for scholarships, perhaps.
  - c. Jeanette training on Slack to decide if we want to use that for our committee communications.
10. Requests
- a. Katie asked that people collect some aspen branches 4-6" in diameter and 3' long that can be part of table decorations for dinner. She also wants empty jars without labels, e.g., mayonnaise or pickle jars.

Suzanne adjourned the meeting at 4:58 PM.

The next meeting is June 6<sup>th</sup> 3-5pm in Meadow Room, Northwoods Clubhouse

Minutes Prepared by Pamela Hardt-English