



# Tahoe Donner Election Committee Meeting Minutes

April 4, 2017

4:00 p.m.

## Upcoming Dates/Activities/Related Tasks

Date	Activity	Action Required	Responsibility	Meeting Action/ Decision
<b>April 10</b>	May TD News Article due	Review/edit copy from 2016; content focused on ballots coming out and instructions for completion	Gretchen/ Bette/ Karolyn	May 2016 content approved for May 2017 issue.
<b>April 17 and April 24</b>	Member News E-Mail	Determine content (deadline for submission of applications)	All	Repeat content advising that Candidate Packets are available now and are due May 1, 2017.
<b>May 1</b>	Deadline for submission of applications to lockbox or electronically at 4 PM	<p>Remove lock box from Member Services at 4 PM;</p> <p>Final check of Elections Committee inbox for applications submitted</p> <p>Print electronically submitted applications and place in lock box with other applications</p>	<p>Chelle</p> <p>Bette/ Karolyn</p> <p>Megan</p>	<p>Lock Box to Megan at 4 PM.</p> <p>Bette/Karolyn</p> <p>Megan will print and time stamp electronically submitted applications and place in sealed envelope in the lock box as received.</p> <p>Election committee will meet at 4 PM on May 1 to review applications for timely submission and completeness.</p>

Date	Activity	Action Required	Responsibility	Meeting Action/ Decision
May 2	Elections committee and staff meet to verify eligibility of applications submitted.	Applications reviewed for timely submission and completeness.	All	Review of applications completed on May 1 at 4 PM meeting.
		Accounting review to assure that candidates are 'members in good standing'.	Accounting Manager	
		Candidates advised of their qualifications to run and invited to submit Candidate's statement by May 11 (e-mail).	Bette/ Karolyn	
		Memo to Board advising of the slate of candidates.	Bette/ Karolyn with Megan	
		Blind drawing for ballot order for the Election ballot.	Bette/ Karolyn with Megan	
May 3	Member News E-mail	Announce outcome if election is uncontested.	Gretchen/ Bette/ Karolyn	N/A
		If Election will proceed announce slate of candidates and update all TD monitors with Candidate Night Info.	Gretchen and staff	

<b>May 4</b>	Candidate Informational Forum	Attendance mandatory	Bette/ Karolyn	
	Monitor Elections Committee mailbox daily	Respond to any questions; when application submitted notify Megan so name can be added to log in Member Services	Bette/ Karolyn	Bette will monitor mailbox daily. She will respond to requests for applications and forward to the candidate. She will also advise Megan of the request; Megan will notify Member Services if an electronic packet has been sent so that electronic log can be updated.
		Print PDF's at that time and place in lock-box	Megan	Megan will print and place in lock box as received

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### Location and Time

NWCH Mezzanine at 3 PM

### Call to order:

The meeting was called to order by Michael Sullivan at 3:05 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 Rohrbach -	X	
	John Stubbs -	X	
	Tom Johns, Alt -	X	
Board Liaison:	Steve Miller, Director -	X	
Board President	Jeff Bonzon	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	
	Katy Stevens, Assist. Ops. Manager		X
	Mike Salmon, Dir. Finance	X	
Guests:	Benjamin Levine - TCRC task force	X	
	Tammy Tanner - employee-housing task force	X	

### Approval of Minutes

Michael Sullivan called for approval of the minutes of the last meeting. A motion was made by Tom Johns to approve the minutes as written. The motion was seconded by Michael Fajans.

### Member Input.

There was no member input.

### Updated list of Potential Capital Projects:

The updated list is available on the [TD website](#)

### Project Task Force updates:

The following projects are active:

- Employee Housing – Fajans (Meek, Sloane, Huisman, Steve Disbrow and Corey Liebow, Tammy Tanner, Dick Schulze)  
The task force report is attached. There was a lively and lengthy discussion centered partly on whether or not urgent action was needed. It was also disclosed that should the association build or buy housing, it could not be sold at a later date without approval of approval of 50% of the membership plus one.

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The consensus of the General Plan Committee was to recommend that the Association continue the current practice of leasing houses until the analysis of the alternatives is completed. No hard data on the number of employees has been presented and no financial analysis has been completed.

- Alder Creek Adventure Center Storage – Huisman  
The board approved a General Contractor for construction this spring, to be completed by end of June
- Trout Creek Space Reallocation – Stubbs  
A complete report is attached. The task force has asked for Board guidance to continue the Capital Projects Process in light of the following
  - a. The project is now projected to cost \$1.3M including almost \$300K of upgrades to meet current codes including Title 24 and CRSP. Although this is within the expected +/- 50% variance from the pre-feasibility stage, it still is higher than previous estimates.
  - b. The task force has chosen Option A from the Feasibility study options. It would require closing Trout Creek a half at a time for 6 to 9 months. While there may be work-arounds that minimize the disruption, customer service will be impacted.
  - c. The Board has approved \$50K for the process in 2017. The next stage in the process is Final Design where final drawings would be prepared to allow contractor quotes and Truckee Planning Commission approval. These drawings would cost less than the amount approved.

Note: The TCRC Space Reallocation Task Force will work with Trout Creek Staff and the Director of Operations to seek to find ways to continue use of some of the exercise equipment during the East Wing construction phase

- Cluster Mailbox Consolidation – Rohrbach  
The task force has been in contact with the acting Truckee postmaster who seemed receptive to the idea of locating post office boxes in Tahoe Donner to resolve the sequencing problem without procuring 6500 mailboxes. We also met with a homeowner who suggested we inquire whether the USPS might be amenable to locating a satellite post office in Tahoe Donner. We are trying to schedule a meeting with the USPS to explore the options for cluster box replacement and the ramifications of the PO Box concept. If the PO Box concept proves feasible we would like to test it at the Zurich cluster as soon as possible.

#### Downhill Ski Area Study – Beckmeyer

The Downhill Task Force met just prior to the GPC. There are four sub-teams: Lifts; & Snowmaking; Parking; [Food and Beverage](#); and the Lodge. [In March the primary focus has been generating options for the lodge.](#) The two most favored options for the ski lodge were: 1. Tear Down & rebuild and 2. Build an Annex and remodel the existing building. The group [interviewed a pair of](#) consultants who specialize in ski area design. The Task Force decided

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to invite quotations (RFP) from consultants to gain an outsider view. There was a sense of urgency to proceed with this process.

The Task Force recommended that we engage an engineering consultant in a parallel effort to evaluate the current building to see if a retrofit is possible considering the non-compliance to Title 24, the CRSP report and safe egress.

- Association Master Plan – Sullivan  
The final GPC report was approved for presentation to the member Forum by the Board of Directors. The Forum was presented on March 31 to 7 members who attended the presentation. Thank you Jeff Bonzon for attending. The bottom line is that the focus is to follow the recommendations from the 2015 member survey i.e. “Improve present amenities rather than adding more”. There was a recommendation to do an audit of current amenities to determine how far away from the Vision they are and put our attention first on those that are the most non-compliant.
- Communications Task Force – Meek  
Eblasts for the Member Forum went to Members throughout March. Article is being written for May Tahoe Donner News about Member rentals to employees.

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

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

#### **Post Project Review Process**

Discussion, approval and scheduling of a draft process. – Meek

Nan presented a proposed Post Project Review – see attached. The first project to be reviewed will be as follows:

- Water Bottle Filling Stations – Huisman  
**Review scheduled for the May 1 meeting.**

*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:**

There was no new business to come before the committee

#### **Adjournment:**

The meeting was adjourned at 4:43 PM

#### **Next Meeting:**

May 1, 2017 at 3PM at NWCH Mezzanine. To be chaired by Nan Meek.

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**Trout Creek Recreation Center Space Reallocation Task Force Report--March 27, 2017 and Motion for GPC Approval.**

Task Force membership: John Stubbs, Courtney Murrell, Michael Bledsoe, Mercedes Ferguson, Kyle Winther, Forrest Huisman, Miguel Sloane

Guest participants: Michael Sullivan, GPC Chair; Benjamin Levine, TD Association Member

**REPORT:** On Thursday, March 23, John Stubbs, Courtney Murrell, Kyle Winther, Forrest Huisman, and Michael Sullivan met to review the Feasibility Study for the TCRC Space Reallocation project submitted by Architect Todd Mather on March 22, 2017. His report is attached as a PDF file, consisting of 12 pages of narrative, 22 pages of photographs, 17 pages of floor plans, a Mechanical & Electrical Feasibility study from Sugarpine Engineering, and a Structural Engineering study from Linchpin Structural Engineering. The meeting was called on short notice in order to discuss presentations to the March 25 Board meeting and the April 3 GPC meeting.

The following is a summary of the Study and recommendations for GPC consideration from the group meeting on March 23 . The Study identifies the area of the existing fitness/weight rooms and Kids' Club as the East Wing remodel and the area from the current waiting room/ couch area adjacent to the sauna/steam rooms to the entry reception desk as the West Wing remodel.

1. **The Executive Summary, pages 1-2, describes two design solutions, Option A and Option B.** Option A is the solution previously put forward by the Task Force (which was reviewed in Fall 2016 in a walk through by the GPC and the Board's President and Treasurer) . This Option A removes several walls in the East Wing, moves the Kids' Club into the West Wing, reconfigures the main reception and entry area, and encloses the exterior area (as diagrammed in photo 04) to create a 351 sf spin-bike classroom and a 223 sf laundry cart storage area. This plan increases usable space in the East Wing by 1100 sf, converts the Kids' Club into a dedicated stretching area and free weight space of approximately 900 sf, retains the 31 sf existing mechanical room in the center of the open space between the existing exercise rooms, and creates an enclosed 485 sf Kids' Club/multipurpose room in the West Wing (see pages 7-8 of the floor plans included in the Study). An additional space increase in Option A still under consideration is the removal of the double doors and west exterior wall of the Kids' Club with construction of new exterior wall (see the cross-hatched area indicated on page 6 of the floor plans and photos 18-19.) Option B is the same as Option A, except that a newly constructed one story external addition of 682 sf is added to the current Kids' Club room (See photo 22). This room would be divided by an interior wall into a spin-

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bike classroom and a dedicated stretching area. The proposed spin-bike classroom of Option A would be eliminated, allowing that space to be an open area not requiring the number of construction conversions that would be required to enclose (see photo 21).

2. **Both Options A and B are judged to be feasible.** Option A is estimated at \$1,307,400 and Option B is estimated at \$1,345,800. The above estimates do not include an additional overhead and profit cost of 10%-15%. In a previous Task Force discussion the Task Force recommended Option A. In the March 23 meeting, the group reaffirmed the Option A recommendation with the additional cost of \$20,000 to suspend the 31st mechanical room equipment. This would remove a sight and access barrier in the central exercise space and allow for better distribution of exercise equipment. However, if a study of the cost of suspending the mechanical room equipment and installing required new ducting comes in significantly above \$20,000, this will be reconsidered. Option A provides the needed space expansion for the exercise rooms, reduces traffic flow through the free weight/stretching area room, does not require external space expansion, keeps the spin-bike classroom location in the West Wing, and allows enclosure of the laundry cart storage closet. *Note the construction item budget for each option includes \$280,000 for ADA upgrades to the entire building as per a CASP report. These upgrades are triggered by the space reallocation project costs being above the threshold (\$156,000) requiring the entire building to be in compliance with current California building code.*
3. According to the Mather Study, **the Town of Truckee will also require that TDA provide plans and a schedule for Snow Play and Driving Range future capital improvements as well as any changes or additions to asphalt for required parking upgrades in order to have a building permit issued** for the space reallocation project. Apparently, if TDA present these plans indicating an unspecified "reasonable" time, TDA may be allowed to receive the permit for the space reallocation project and obtain a separate building permit in the future for the additional upgrades.
4. Further analysis of the cost/benefit of the proposed space increase by removal of the double doors and exterior wall of the Kids' Club in Option A (see floor plan # 6 and photos 12 and 18) needs to be carried out by the Task Force.
5. **The cost estimates provided by Mather assume that the work would be phased**, with the West Wing being done separately from the East Wing. Option A is estimated to required 6 months for the West Wing with the closing of that area (and the aquatic area) to the users, with the East Wing remaining open. The East Wing close down is estimated at 9 months with the West Wing and aquatic areas open. It is also possible to have the whole project done in one 12 month period requiring the whole amenity to be closed to use. This total close down is estimated to save between \$21,000-\$53,000 in the construction item budget and \$39,000-\$52,000 in

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- the general condition budget. The recommendation from the March 23 group meeting is for the phased approach. Shutting down the entire amenity for 1 year would be a considerable inconvenience for the TDA membership and a significant hardship for the TCRC staff.
6. During the time of the West Wing shutdown, it would be efficient to complete a number of RRF scheduled projects (long overdue) for the pools and spas.
  7. Both Options A and B include removal of a shear wall and shear support replacement as indicated in photo 10. The Task Force does not think this will be necessary and that only that portion of the wall shown in photo 10 from the east hall to the rear of the treadmills location need be removed. This should generate a cost savings for the project.
  8. **MOTIONS FOR GPC CONSIDERATION: The Task Force submits the motion to the GPC that the GPC approve this report and submits the recommendations herein to the Board of Directors.**

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### **GPC EMPLOYEE HOUSING TASK FORCE REPORT April 3, 2017 meeting**

#### **BACKGROUND**

From a Decision Paper (included for reference below) presented to the Board of Directors on January 28, the Board requested that the GPC form a Task Force to further review opportunities to provide employee housing. Particular emphasis is required for option 4: "Develop new Single-Family Units, or Multi-Family Units, on undeveloped land; sufficiently zoned lots are currently available within Tahoe Donner."

#### **REFERENCE: DECISION PAPER**

Purpose: For future Tahoe Donner seasonal workforce housing, consider all available workforce housing options for review and consideration by the Board of Directors.

Background: While Tahoe Donner currently holds leases to (5) separate single-family residences within Tahoe Donner as well as the TDA owned Chalet House (accommodating 50 seasonal workers), Staff is interested in additional opportunities to further secure seasonal workforce housing, helping to guarantee necessary service levels at each winter amenity.

Discussion: Options for seasonal workforce housing are as follows:

1. Continue to Lease homes from Homeowners within Tahoe Donner.
2. Purchase Pre-manufactured Housing Units with utility hook-ups, and placed in Campground
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.

Recommendation: With further research in a Feasibility Study, many challenges and opportunities would be analyzed, including cost-benefit analysis, anticipated development costs, priority site locations, and schedule options.

The Board rejected option # 2, the purchase of manufactured small housing units to be located at the campground.

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### GPC EMPLOYEE HOUSING TASK FORCE FINDINGS

#### CHALLENGES AND OPPORTUNITIES

- **FUNDING:** Where does funding for employee housing come from – Development Fund? Operations income? How is funding for employee housing evaluated in relation to other Capital Project needs? There does not appear to be a precedent for this. Answers to these questions remain to be answered.
- **PRIORITIZATION:** Employee housing is a new “need” not previously identified nor addressed by the GPC or TD Members, and thus Member support for allocating funds from the Member Assessment to employee housing is unknown. Initial discussions with a limited number of Members have indicated a lack of understanding of the issue and consequently resistance to it – thus there is a need for greater education about the issue through communications to Members.

#### COST/BENEFIT ANALYSIS

There are distinct trade-offs between the alternatives for providing additional TD employee housing. The larger programs are likely to cost more, while leasing existing units will be less costly. However, the leasing option does not guarantee long-term viability of an employee-housing program. Thus, TD needs to determine risk versus benefit in designing a program.

#### ANTICIPATED DEVELOPMENT COSTS

**From research to date, it appears that purchase or development of new housing within Tahoe Donner is likely to cost a minimum of \$50-60,000 per bed. In addition, we understand that TDA financial requirements do not allow the use of debt financing. This means that construction or purchase of housing by the Association requires an all-cash transaction, not the usual mortgage financing used for housing. In addition, anticipated FASB regulations will require the capitalization of long-term leases, making it more difficult to do a housing program without a large cash infusion.**

#### PRIORITY SITE LOCATIONS

Staff identified the following sites as multi-family or commercially zoned parcels within Tahoe Donner that are available at the present time:

- 11322 Northwoods Blvd.
- 12685 Zurich Place
- 12815 Zurich Place
- 12885 Zurich Place

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The Northwoods site, located just below the intersection of Northwoods and Northwoods is available for \$329,000. It is presently permitted for four individual units of 1,700 square feet each.

The task force asked staff to talk to the Town Planners to determine whether the Town would allow more units or larger units in a 100% affordable development. Another question is whether the Town, School District, or other agencies would waive some permit fees for a development oriented to short-time J1 employees that would not generate need for many public services, schools being a prime example.

The other sites are commercially zoned parcels that could be re-zoned and would allow for approximately the same scope of development.

The task force would like some ballpark development costs (construction, furnishing, etc.) in order to determine how an employee housing program will fit into the Development Fund priorities.

As an “exit option” should J1s no longer be in the picture, building options should allow a higher-occupancy design suitable for employee housing to be convertible to a lower-occupancy, single-family home design.

#### **SCHEDULE OPTIONS**

- Short-term: continue the direct lease/rental housing option for 60 part-time employees, a small increase from the 50 accommodated this year, and encourage members to rent rooms.
- Mid-term: continue research to analyze the trade-offs between the buy/build option vs leasing.
- Long-term: Establish housing affordability programs for TD full-time employees and community-serving employees.

#### **CONCLUSIONS**

After a month of research into this issue, the GPC Task Force recommends that the current leasing/renting program continue for the next year to two years, as answers to the big-picture questions identified to date continue to be pursued.

#### **NEXT STEPS**

- As outlined in the Board-approved Capital Projects Process, we will develop the Scope, Schedule, and Spending plan for an employee

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housing program to align with the Association Master Plan which is nearing completion and recommends that all TD amenities be brought up to an acceptable standard. How a new amenity such as employee housing fits into that Member-based direction needs further clarification.

- Continue to follow and understand efforts to address the workforce housing issue at the Town and regional level. Staff will continue to participate in Town and Regional Task Forces on Affordable Housing. At this point, the problem has been identified, but there is not a funding stream or implementation program at Town or regional level.
- Develop further analysis of the alternatives of leasing versus owning housing. So far, a profitable (or low cost) model for TD-owned employee housing has not been identified by staff or task force but we will continue research. Staff will develop a detailed financial analysis.
- Develop an analytical matrix that includes all options under consideration, along with their pros/cons.
- Staff will consult with legal counsel to review housing options with regard to TDA governing documents. Update: Tahoe Donner corporate attorney indicated there were no governing document prohibition to the association purchasing and building employee housing.
- Consider how TDA can establish a housing fund to generate funding for a significant employee housing program.
- **Several TD Members have recently volunteered to join the task force.**

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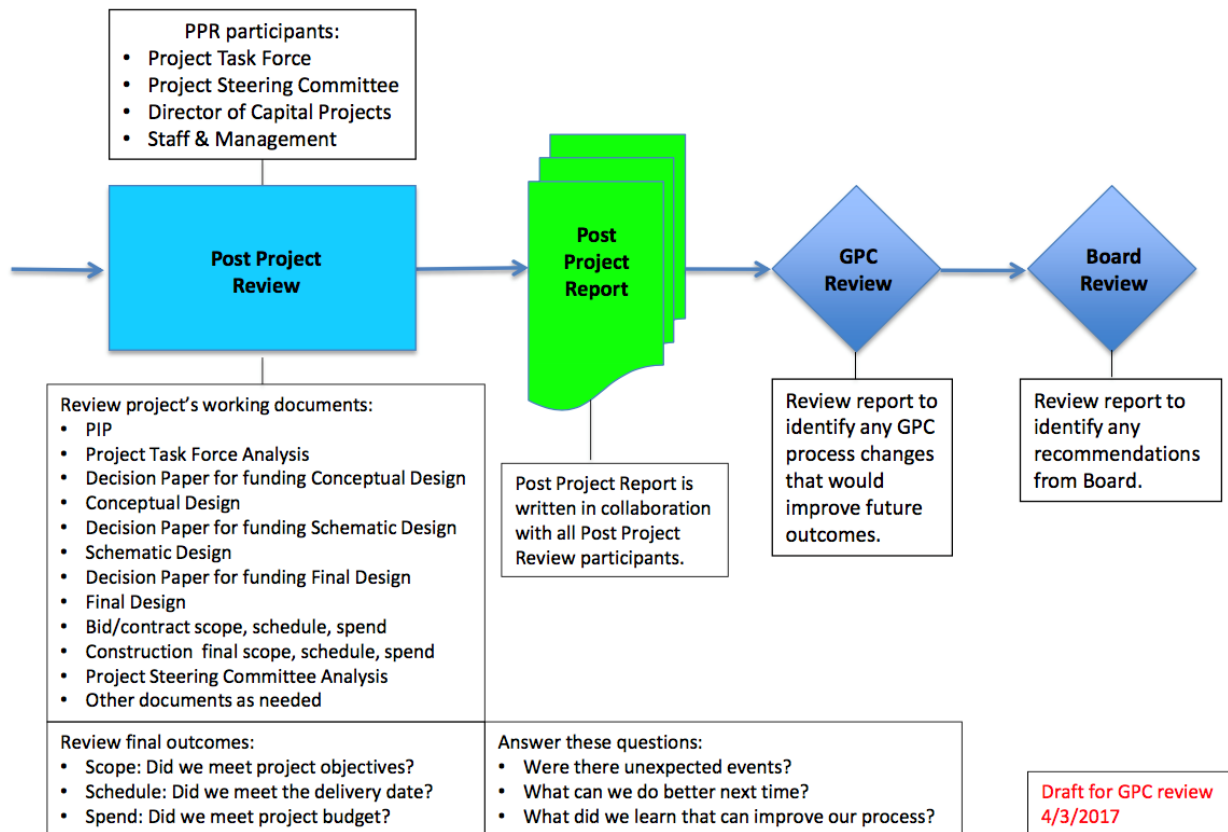
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### Post Project Review Process

From the PPR process meeting held 2/6/2017 at 1 pm:

- Reviewed processes used in corporate construction and product development
- Benchmarked increasingly specific estimates for each successive stage of a project:
  - Red Book (conceptual design) estimates: +/- 50%
  - Yellow Book (schematic design) estimates: +/- 30%
  - Green Book (final design) estimates: +/- 10%
- Determined that this process can be applied to our “stage-gate” Capital Projects Process

### CAPITAL PROJECTS PROCESS: POST-PROJECT REVIEW



## **Minutes from Tahoe Donner Giving Fund**

**Meeting Date: April 4, 2017**

**Location: Meadow Room, Northwoods Clubhouse**

The meeting was called to order by Dick Gander at 3:00 on April 4, 2017. In attendance were Dick Gander, Lois Ermak, Katie Veni, and Jeanette Fagerskog.

### **Agenda Items**

1. New (& potential) Members – Jeanette will call Linda regarding her interest in joining the TDGF.
2. Minutes –There were no corrections to the minutes
3. Treasurer's report + Statistics: 33% of the donations to the TDGF were from TD residents with Truckee addresses.
4. 2017 Administrative Budget- The budget is attached.
5. TD News Articles
  - a. Kate reported - Biking for a Better World – The article is written and she is waiting for some quotations. It will be available for June or July issue.
  - b. Community Recovery Resources has been submitted by Suzanne and will appear in May issue.
6. Scholarships:
  - a. Review of applicants for scholarships with Tahoe Truckee Community Foundation will be done by Katie and Jennifer Jennings who will attend meeting on April 21st and by Suzanne.
  - b. TDGF will give two \$2000 scholarships
  - c. Lois moved and Jeanette seconded that the TDGF give an additional total of \$3000 to scholarship grantees that we have supported in the past, who still need additional support next year as long as they maintain full time status, have 2.5 grade average or equivalent and are still in their program. The motion was voted upon and approved. The Tahoe Truckee Community Foundation will qualify the applicants. Future grants will depend on our fundraising ability.
7. Tahoe Donner CaresCampaign
  - a. Plans for this summer/fall
    - i. Truckee Thursdays this summer. Our plan and schedule to meet and greet at bus stop at Trout Creek will be on May's agenda.
    - ii. Concert ticket add-on sales – This has been set up.
    - iii. New Member meetings – Lois will find out when these meetings are scheduled.
    - iv. Social Media – Pam, Lois and Katie will work on preparing templates and messages for E-blast, Facebook page, and website.
    - v. Suzanne and Dick will work on date for TDGF dinner at Pizza on the Hill.
8. Annual Dinner Planning – Jeanette reported that planning is going well and that we have a big donation from Surf Air worth \$4000
9. Sponsor/Partner Program – We have received the \$2000 from Elements.
10. Website content – Website looks really good. Katie will send the team members an email with the content that we can review and edit.
11. TD Clubs – It seems that the clubs donate what they want and when they want. We won't try to engage them further.
12. Bulletin Board- Dick will talk with Robb to get the bulletin board moved and ready for us to use.
13. Annual TD Board Meeting is June 25<sup>th</sup>. Katie will speak about the TDGF at that meeting.

Dick adjourned the meeting at 5:00PM.

The next meeting is May 2<sup>nd</sup> 3-5pm in Meadow Room Northwoods Clubhouse

Minutes Prepared by Pamela Hardt-English