

DECISION PAPER



December 8, 2017

Architectural Standards Committee Membership

Issue: Architectural Standards Committee Term Renewals & Initial Appointments

Background: Per Resolution 2008-2, Committee Policy “At its December meeting, the Board shall make the appointments/reappointments it deems appropriate and confirm the rosters of the committees, including those members entering the second year of their two-year term.”

By November 1, 2017, the committee chairperson, Rod Whitten, submitted to the Executive Assistant, for inclusion in the November board meeting agenda and board book, a compilation of all requests received for either initial appointment or reappointment, along with the committee’s recommendation with regard to such requests. At the November 18, 2017 regular board meeting, the Board received and considered these compilations and recommendations in anticipation of acting upon them at its December 16, 2017 regular board meeting. As such, attached are the compilations of recommended membership renewals for the Architectural Standards Committee, in addition to completed committee application forms from the rest of the current members entering the second year of their two-year term.

Membership Renewals Recommendation:

1. Bill Staehlin
2. Jason Wooley

Initial Applicant Recommendation:

1. Debra Phelps

Current Members Entering Second Year of Term:

1. Rod Whitten
2. Daniel Moore
3. Nick Sonder
4. David Hipkins
5. Mark Tanner

Committee Resignations:

1. Mitch Clarin

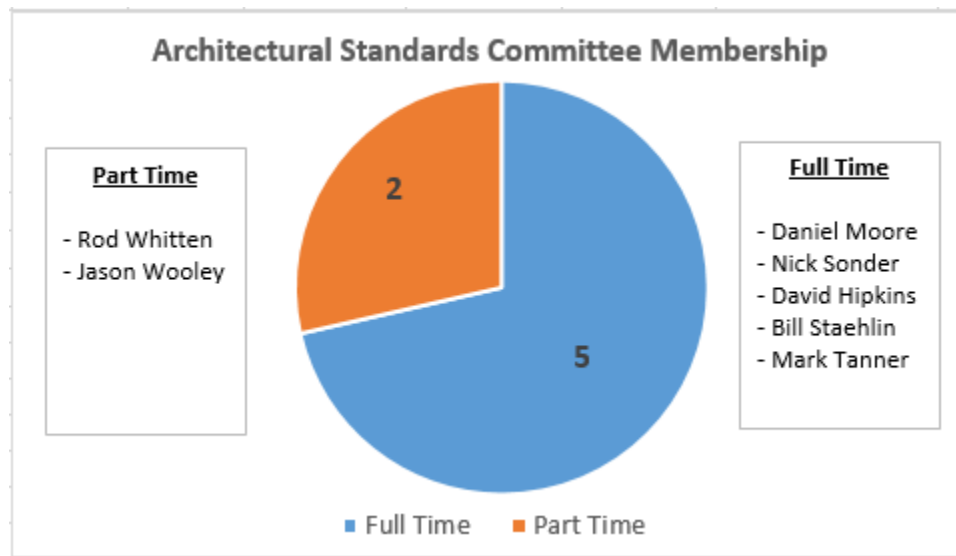


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Committee Statistics

Architectural Standards Committee			Full Time	Part Time	Years of Service	On a Task Force
Rod Whitten	Chair	Jan. 2019	No	Yes	4 years	No
Daniel Moore	Member	Jan. 2019	Yes	No	3 years	No
Nick Sonder	Member	Jan. 2019	Yes	No	2 years	No
Mitch Clarin	Alternate	Jan. 2019				
David Hipkins	Alternate	Jan. 2019	Yes	No	2.7 years	No
Bill Staehlin	Alternate	Jan. 2018	Yes	No	4 years	No
Mark Tanner	Alternate	Jan. 2019	Yes	No	5 years	No
Jason Wooley	Alternate	Jan. 2018	No	Yes	12 years	No
Board Liaison: Jeff Schwerdtfeger Positions: 3 Regular / Minimum of 2 Alternates Vacancies: 2 Alternates <i>Staff, Sheryl Walker</i> <i>Staff, Alisha Concannon</i>						



Prepared By: Rod Whitten, Chair of the Architectural Standards Committee, and Megan Rodman, Executive Assistant

Board Meeting Date: December 16, 2017





Tahoe Donner Association Committee Application Form

Name: William "Bill" Staehlin

Committee of Interest: Architectural Standards Committee

Current Committee Member: Yes No

Years of Service: 4+ years, Alternate Member

If your term is expiring,
would you like to renew
your membership? Yes No

New Applicant: Yes No

Statement of Interest to renew membership:

As a licensed Structural Engineer in California and 30 years of writing Building Codes, I can provide an unbiased perspective to the ASC and point out arbitrary issues. I have tried to assist in bringing fairness and consistency to the process.

**Note: Not required if you are a new applicant.*

Current Task Force Member: Yes No

If so, which Task Force: _____

Years of Service: _____





William E. Staehlin
Consulting Structural Engineer

PROFESSIONAL HISTORY

Staehlin Engineering, 2007- present, owner
Division of the State Architect, Structural Safety Section (DSA-SSS), State of California, 2003- 2009; Supervising Structural Engineer
Office of Statewide Health Planning and Development (OSHPD), State of California, Sacramento, California, Manager of Special Projects and Structural Engineer Development, 1998- 2003; Manager- Quality Assurance/Quality Control (QA/QC), 1996- 1998; Supervising Structural Engineer, 1989-1996; Senior Structural Engineer, 1986-1989
Kitchell CEM, Sacramento, California, Structural Designer, 1985-1986
Tecon Pacific (Clark Pacific), Sacramento, California, 1984-1985
Marr-Shaffer & Associates, Sacramento, California, 1981-1984
Arthur E. Ross, Inc., Sacramento, California, 1977-1981

REGISTRATION

California: Structural Engineer No. 2845, issued March 1986, expires March 2018
California: Civil Engineer No. 30895, expires March 2018

PROFESSIONAL EXPERIENCE

Mr. Staehlin has over forty years of structural engineering experience. His responsibilities have included initial concept and framing layout, preliminary and final design, and construction supervision of all types of buildings and materials. He has designed and supervised the erection of precast concrete elements on numerous buildings throughout the state. He has also designed and supervised the erection and fabrication of prisoner housing units for the California Department of Corrections.

As a private consultant, Mr. Staehlin has performed peer reviews and full structural plan checks on all types of structures. He was the structural peer reviewer for Alameda County for the new Acute Care Tower (ACT) at Highland Hospital. He was retained to peer review the Parking Garage/Ballroom/Convention Center for the Fontainebleau Casino Resort in Las Vegas. The structure is a 270,000 sq.ft footprint 9 story parking garage with the ballroom and convention center above the garage. He has performed numerous peer reviews of both new and seismic retrofit projects for the California State University (CSU) system, including several projects at Fresno State, California Maritime Academy, J.P. Leonard Library, the Wellness Center at CSU San Francisco and the Aztec Center at San Diego State. He was also retained to perform schematic design review of an 8 story hospital building in Northern California.

Mr. Staehlin has been recently rehired as a Retired Annuitant by OSHPD to perform reviews on geotechnical reports submitted to the office and perform plan checking for code compliance on the Anchorage Pre-Approval Program (OPM) and smaller projects.

As a Supervising Structural Engineer with the Division of the State Architect, Mr. Staehlin directed a staff of eight structural engineers, architects and fire life safety officers. He was responsible for consistent reviews of plans and specifications for public school buildings in California. Other duties included the interpretation of the 2001 and 2007 California Building Code (CBC) to ensure the safety of California schools and assist in the development of regulations and policies for statewide implementation including the 2007 CBC. He was a lead developer of curriculum for Structural Plan Review and a presenter for the DSA Academy.

As the Manager of Special Projects and Structural Engineer Development at OSHPD, Mr. Staehlin had been working with the University of Southern California (USC) on a FEMA funded project to improve the performance of non-structural components, primarily in hospital buildings. Research included the review and evaluation of strong ground motion records, component test plans and the development of qualification test procedures. He assisted in the development of Acceptance Criteria (AC) 156 that is being used to certify that equipment is designed to resist seismic forces in accordance with provisions contained in ASCE 7-02, ASCE 7-05, ASCE 7-10, IBC 2000, 2003, 2006, 2009, and 2012 and the 2000 and 2003 NEHRP Guidelines.

Other duties have included developing building code provisions based on the International Building Code that apply specifically to hospital buildings in California to improve their performance. Mr. Staehlin also supervised junior engineers in their development and training to enable them to qualify for the Structural Engineer examination in California.

While Manager of the QA/QC Unit at OSHPD, Mr. Staehlin implemented a program to ensure the consistency of plan reviews performed at OSHPD. He directed a staff of two professionals and worked closely with the regional supervisors to meet expectations of high quality plan review. He also addressed issues pertaining to policy and technical questions raised by the division deputy director, and performed some Legislative Bill Analysis. Mr. Staehlin also assisted in the development of regulations for the seismic retrofit of existing hospital buildings in California.

Mr. Staehlin was extensively involved in the use of new technologies (seismic isolation and viscous dampers) and issues associated with steel moment frames after the Northridge earthquake. He assisted in the development of design criteria, and managed projects of up to approximately \$300 million utilizing base isolation and viscous dampers in new and existing construction. He has also been involved with the SAC joint venture regarding steel moment frames and was the interim manager of special projects that addressed the moment frame issues. He has been involved with the San Bernardino County Hospital project (now Arrowhead Regional Medical Center), Channing House retrofit, and Kaiser- Santa Clara replacement hospital utilizing Buckling Restrained Brace (BRB) Frames.

As Supervising Structural Engineer with OSHPD, Mr. Staehlin directed a staff of between ten and fourteen licensed engineers in Sacramento and acted as the coordinator of both the Sacramento and Los Angeles structural review staff. He was responsible for the development of office policy and review of proposed code language prior to the appointment of a Principal Structural Engineer.

He was responsible for interpreting code provisions and conveying those decisions to both staff and design engineers. He also revised a significant portion of the Interpretations of Regulations used by OSHPD and designers as guidelines for achieving code compliance with the 1988 California Building Code.

As a Senior Structural Engineer with OSHPD, Mr. Staehlin performed plan-checking duties on all types of hospital facilities in the state. The responsibilities were related to equipment anchorage and review of the primary structure on wood frame construction.

Following both the Loma Prieta and Northridge earthquakes, Mr. Staehlin was a lead member of the special response teams to review damage and performance of hospitals in the affected areas. These surveys were done in accordance with protocols set forth in ATC-20. He also was a part of the team formed after the Loma Prieta Earthquake to develop the emergency response plan and to work with a consultant retained by OSHPD.

While with Kitchell CEM, Mr. Staehlin was responsible for developing and design and specifications, and administering the construction of three prison facilities for the California Department of Corrections. These facilities were constructed of precast concrete and steel.

At Tecon Pacific (now Clark Pacific), he designed and supervised construction of precast concrete products for Pacific Bell and several office buildings in San Francisco and Los Angeles.

At Marr-Shaffer & Associates, Mr. Staehlin was responsible for the design of all types of structures. Included in his scope of duties was extensive client contact with architects and owners and the preliminary design and layout of projects. He also supervised up to five engineers and drafters for multiple ongoing projects. He was responsible for the seismic retrofit of several existing buildings. Projects included the Training and Records Building at Rancho Seco, Mayhew Technology Centre, an office complex at Howe & Hurley, Fite Center, and Water Tower Plaza, all in Sacramento.

While with Arthur E. Ross Inc., Mr. Staehlin worked on the Capitol Plaza Condominiums and performed detailed studies of the seismic retrofit of the Travelers Hotel in downtown Sacramento. He also designed a casino in Hawthorne, Nevada.

EDUCATION

California State University, Sacramento: Master of Science degree in Civil Engineering, Structural emphasis, Summer, 2000. Masters Project Title: Evaluation of the Seismic Performance of Mid-Rise Buildings Utilizing Seismic Isolation and/or Passive Energy Dissipation Seismic Restraint Systems

California State University, Sacramento: Bachelor of Science degree in Civil Engineering, 1976.

AFFILIATIONS

Member SE of the Structural Engineers Association of California (SEAOC)
Board of Directors, Central Association
Vice President, Central Association, 1993-1994
President, Central Association, 1994-1995
Board of Directors, State Association, 1995-1997
Vice President/President-Elect, State Association, 2001-2002
President, State Association, 2002-2003

Applied Technology Council (ATC), Member of the Board of Directors, 2002-03 and is currently serving on the ATC Board. Currently, Secretary/Treasurer for ATC.

Member, American Society of Heating, Refrigeration Air Conditioning Engineers (ASHRAE),
Seismic Restraint Design Technical Committee (SRD.TC)
Member since 1990
Chair of the Committee, 1995-1997

Building Seismic Safety Council representing ASHRAE

TECHNICAL COMMITTEE WORK

Member of the Project Engineering Panel evaluating existing building code formulas for non-structural components (ATC-120) funded by NIST.

Member of the Project Engineering Panel for the update of ATC 20-1 Field Manual: Post Earthquake Safety Evaluation of Buildings.

Member of the ASCE 7 Task Committee on Seismic Loads, for the development of provisions in ASCE 7-02, ASCE 7-05, ASCE 7-10, and ASCE 7-16.

Member of the Steering Committee for ATC-29-2, Seminar and Workshop on Seismic Design, Retrofit and Performance of Non-Structural Components, 2003.

Member of the Project Engineering Panel (PEP) for ATC-51. The project, funded by the National Seismic Service, Rome, Italy assisted the Italian government in the development of recommendations to improve the performance of hospitals in that country.

Member, National Earthquake Hazards Reduction Program (NEHRP) 2000 Provisions Update, Technical Sub-committee (TS-8) Architectural, Mechanical and Electrical Component Design Requirements, 1999

Member of the Steering Committee for ATC-29-1, Seminar and Workshop on Seismic Design, Retrofit and Performance of Non-Structural Components, 1998.

Corresponding Member of the Building Seismic Safety Council (BSSC) Technical Sub-committee (TS-8), Architectural, Mechanical and Electrical Component Design Requirements, Chapter 3, 1994 NEHRP. Dealt with the upgrade of 1994 NEHRP to 1997 NEHRP.

Member of the Steering Committee for ATC-29, Seminar and Workshop on Seismic Design and Performance of Equipment and Non-Structural Elements in Buildings and Industrial Structures, 1990.

PUBLICATIONS

- Staehlin, W., The Need for Improved Qualification Methods for Function of Essential Elements, ATC-29 Proceedings, 1990.
- Carlson, J., Staehlin, W., Seismic Restraint Design for HVAC Equipment, ATC-29 Proceedings, 1990.
- Contributor: Seismic Restraint Design, Chapter 49, 1991 ASHRAE Handbook, HVAC Applications (Chapter 49 moved to Chapter 50, 1995 Handbook).
- Staehlin, W., OSHDP Requirements for Seismic Restraint of Non-Structural Components, Structural Engineers Association of Northern California (SEAONC), Fall 1993 Continuing Education Seminar.
- Siat-Moy, F., Ferrarelli, D., Staehlin, W., Strong Column-Weak Beam, Los Angeles Tall Buildings Council Conference, 1996
- Staehlin, W., Seismic Design and Performance of Nonstructural Components in Hospitals (invited paper), ATC-29-1 Proceedings, 1998.



Tahoe Donner Association Committee Application Form

Name: Jason Wooley

Committee of Interest: Architectural Standards Committee

Current Committee Member: Yes No

Years of Service: 12 (8 as chair, currently alt)

If your term is expiring,
would you like to renew
your membership? Yes No

New Applicant: Yes No

Statement of Interest to renew membership:

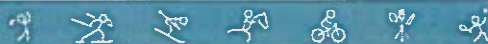
I enjoy helping to improve and maintain the TD architectural community. Just for kicks, I'm attaching my original application letter to become a member of the ASC.

**Note: Not required if you are a new applicant.*

Current Task Force Member: Yes No

If so, which Task Force: _____

Years of Service: _____





Tahoe Donner Association Committee Application Form

Name: Debra Phelps

Committee of Interest: Architectural Standards Committee

Current Committee Member: Yes No

Years of Service: _____

If your term is expiring,
would you like to renew
your membership? Yes No

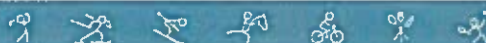
New Applicant: Yes No

Statement of Interest to renew membership:

**Note: Not required if you are a new applicant.*

Current Task Force Member: Yes No

If so, which Task Force: _____ Years of Service: _____





DEBRA PHELPS
Drafting Services

CONTACT

EDUCATION

UC DAVIS

Masters Certificate: Environmental Hazardous
Materials Management

SDSU

Masters: Engineering Technology
Bachelors: Industrial Engineering
Grossmont Community College
Associates: Architectural Illustration

WORK EXPERIENCE

Professor of Engineering & Architecture
Technology, Department Chair & Director of
Engineering Environmental Technology Programs
Diablo Valley College, Pleasant Hill, CA
Alpine and Nordic Ski Instructor (current)
Northstar California Ski Resort
Environmental Services, Gasoline Contaminated
Ground Water Recovery
Sandia National Laboratory, Livermore, CA
CADD and Technical Writer
Advanced Technologies, San Diego, CA

SERVICES OFFERED

Working closely with Architects and Engineers I produce accurate and complete drawings of new construction, remodels or additions. By transforming your free-hand sketches or old paper drawings into quality CAD working drawings allows you to concentrate on design and client consultation. Once finalized, PDF drawings in the appropriate size as required by local city planning and/or HOA are provided. I am available for site, city planning offices and HOA visits.

**PROFESSIONAL ASSOCIATIONS
SERVICE EXPERIENCE**

Board Member, Riverview HOA (Truckee, CA)
American Design Drafting Association
Society of Women Engineers
American Association of University Women
National Association of Industrial Technology
California Drafting Consortium

PUBLIC SERVICE & ACTIVITIES

Director of Racing, Far West Skiing Association
US Ski and Snowboard Official
Achieve Tahoe
Friedreich's Ataxia Research Alliance
Susan G. Komen
Active sports: alpine and nordic skiing, cycling,
backpacking, golf, archery, target



Tahoe Donner Association Committee Application Form

Name: Rod Whitten

Committee of Interest: Architectural Standards Committee

Current Committee Member: Yes No

Years of Service: Four (4)

If your term is expiring,
would you like to renew
your membership? Yes No

New Applicant: Yes No

Statement of Interest to renew membership:

**Note: Not required if you are a new applicant.*

Current Task Force Member: Yes No

If so, which Task Force: _____

Years of Service: _____





Tahoe Donner Association Committee Application Form

Name: Daniel Moore

Committee of Interest: Architectural Standards Committee

Current Committee Member: Yes No

Years of Service: 3 years

If your term is expiring,
would you like to renew
your membership? Yes No

New Applicant: Yes No

Statement of Interest to renew membership:

My time spent with the ASC has allowed me to better understand the operational side of Tahoe Donner, most specifically related to the building submittal process and design requirements. I've also benefited from learning the general maintenance requirements of the community. Learning what I have during my time spent on the ASC I feel as though I can better explain, from a building perspective, to fellow homeowners what we are asking of them.

**Note: Not required if you are a new applicant.*

Current Task Force Member: Yes No

If so, which Task Force: _____

Years of Service: _____





Tahoe Donner Association Committee Application Form

Name: Nicholas Sonder

Committee of Interest: Architectural Standards Committee

Current Committee Member: Yes No

Years of Service: 2

If your term is expiring,
would you like to renew
your membership? Yes No

New Applicant: Yes No

Statement of Interest to renew membership:

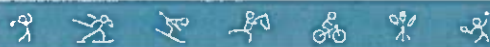
I have enjoyed being a part of the committee and would like to continue doing so.

**Note: Not required if you are a new applicant.*

Current Task Force Member: Yes No

If so, which Task Force: _____

Years of Service: _____





Tahoe Donner Association Committee Application Form

Name: David Hipkins

Committee of Interest: Architectural Standards Committee - Alternate Member

Current Committee Member: Yes No

Years of Service: 2 years 7 months

If your term is expiring,
would you like to renew
your membership? Yes No

New Applicant: Yes No

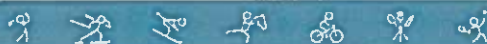
Statement of Interest to renew membership:

Given my experience in designing and having our current TD residence built, and as a full time resident and established Truckee Realtor (with 388 successful Tahoe Donner property sales to date, my experience in helping our members acquire and maintain their properties, as well as subsequent experience attained while serving on the ASC may be of value to the community. Additionally, I function as an unofficial liaison to the Tahoe Sierra Board of Realtors, an organization that is supportive to and the primary gateway to those families considering investing in TD. +

**Note: Not required if you are a new applicant.*

Current Task Force Member: Yes No

If so, which Task Force: _____ Years of Service: _____





Tahoe Donner Association Committee Application Form

Name: Mark Tanner

Committee of Interest: Architectural Standards Committee

Current Committee Member: Yes No

Years of Service: 5 + years

If your term is expiring,
would you like to renew
your membership? Yes No

New Applicant: Yes No

Statement of Interest to renew membership:

I am currently an alternate on the committee and I am fine with staying in such capacity.

**Note: Not required if you are a new applicant.*

Current Task Force Member: Yes No

If so, which Task Force: _____ Years of Service: _____



MEMO



December 7, 2017

To: Tahoe Donner Association, Board of Directors

CC: Rod Whitten, Chair of the Architectural Standards Committee & Sheryl Walker,
Architectural Standards Office Manager

From: Mitch Clarin, Member of the Architectural Standards Committee

Subject: Resignation from the Architectural Standards Committee

Message:

Good Morning Rod & Sheryl,

When Sheryl first asked me to be on the ASC I thought it would be fun to get back involved with Tahoe Donner since I had previously spent approximately 10 years on the committee. I figured it's been approximately 10 years since those days, what the heck, Sheryl could use the help, I am the type that likes to give back to my community, lets dive in. Since I've started taking part in the meetings the overshadowing, or micro managing of the committee from this particular board casts a needlessly & negative burdensome atmosphere over the committee I find to be unnecessary, unproductive, and offensive.

Knowing committees & their members serve at the pleasure of the board I hereby submit my resignation from the architectural standards committee. I have decided this is NOT a board I want to serve.

Please keep me in mind for future positions on the committee once things settle down or better yet when the composition of the board changes to something more agreeable to it's members & volunteers.

Good luck in the future,

Mitch Clarin

Feel free to share this letter.

www.MitchClarin.com

I'm Always Looking For More Business. "We Called Mitch - He Got It Done!"

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CA General Contractor Lic. # 757128



Per Resolution 2008-2, Committee Policy, please read the following:

1. Generally, committees will function to assist the Board by preparing policy alternatives and their implications for Board consideration.
2. Committees may not speak or act for the Board except when formally given such authority for specific and time-limiting purposes. Expectations and authority will be carefully stated in order to not conflict with authority delegated to the General Manager.
3. In light of the Association's management structure, committees shall not exercise authority over staff. While committees may offer advice regarding matters within their charge, actions within the purview of the authority delegated to the General Manager shall never require the prior approval of any committee.
4. Other than when the Board finds an exception appropriate, committee members shall be appointed for a finite term of two years (subject to reappointment) with said terms being staggered where practicable in order to promote continuity within the committee; unless no other committee members are willing to assume the duties of the chair, committee members may only serve as a committee's chairperson for a period of one continuous year; co-owners of a property and/or spouses shall not be eligible to serve simultaneously on the same committee; and immediate family members of current Board members shall not be eligible to serve on standing committees.
5. By November 1 of each year, it shall be the responsibility of each committee chairperson to submit to the Executive Assistant, for inclusion in the November board meeting agenda, a compilation of all requests received for either initial appointment or reappointment, along with the committee's recommendation with regard to such requests. At its November meeting, the Board shall receive and consider these compilations and recommendation in anticipation of acting upon them at its December meeting.
6. At its December meeting, the Board shall make the appointments/reappointments it deems appropriate and confirm the rosters of the committees, including those members entering the second year of their two-year term. The committees shall also submit for consideration at the December Board meeting an agenda of proposed activities for the year.
7. At their January meetings or as soon thereafter as is practicable, the committees shall establish their meeting calendars and elect their respective chairpersons for the upcoming year. Should no members wish to assume the duties of the chair, and the current chair is willing to continue in that role, the current chair may continue in that capacity for the New Year subject to Board approval. In preparation for the January Board meeting, the committee chairs shall submit a report to the Executive Assistant indicating meeting calendars and elected chairs. At its January meeting, the Board shall consider approval of the committees' activity agendas.

Accepted and Dated: December 20, 2008

