

Tahoe Donner General Plan Committee Monday, March 6, 2017 meeting minutes

Location and Time

NWCH Mezzanine at 3 PM

Call to order:

The meeting was called to order by Michael Sullivan at 3:02 PM

Attendees:

ORGAINIZATION	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	
	Katy Stevens, Assist. Ops. Manager	X	
	Mike Salmon, Dir. Finance	X	
Guests:	Benjamin Levine	X	

Approval of Minutes

Michael Sullivan called for approval of the minutes of the last meeting. A motion was made by Nan Meek to approve the minutes as written. The motion was seconded by George Rohrback .

Member Input.

There was no member input at this time. Benjamin Levine contributed to the discussion about the Trout Creek project.

Updated list of Potential Capital Projects:

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

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Project Task Force updates:

The following projects are active:

- **Employee Housing – Fajans (Meek, Sloane, Huisman, Steve Disbrow and Corey Liebow)**
The task force has met several times and there was considerable discussion at this meeting. The Committee is aware that there is a significant problem in the North Tahoe communities and that Airbnb and VRBO exacerbate it by removing potential rentals from the market. It was pointed out that TD debt financing is not allowed in the governing documents. An investor consortium purchase with long-term lease back to TD may be considered debt by the newest FASB rules. There was a concern that even though this project has a high priority from the Board, member acceptance of diverting development funds from much-needed amenity upgrades to employee housing will need active member communication and education. A “Goldilocks” solution was not apparent. The task force will continue analysis and brainstorming.
- **Alder Creek Adventure Center Storage – Huisman**
Five bids from contractors are being evaluated. A recommendation is expected by 3/25.
- **Trout Creek Space Reallocation – Stubbs**
Todd Mather has presented two alternatives for the task force to study. Both are interesting. Pricing information is needed to complete the evaluation. This is expected before 3/25.
- **Cluster Mailbox Consolidation – Rohrback**
The Truckee postmaster position is now vacant so TD has not received a decision on its request for P.O. boxes. In the meantime, TD has begun to investigate the purchase of a vacant building that could serve several functions including housing all the mailboxes. We are allowed to install new boxes to replace the current units whenever we want. There is over \$400,000 of replacement reserve funds available for this purpose.
- **Downhill Ski Area Study – Beckmeyer**
The task force has met several times and is now divided into four groups with sub-tasks and schedules to analyze the six pages of issues. This is a complicated project with a lot of “moving parts”. [The committee will work to further define the project scope before going too far down the road.](#)
The question of why we should invest in the face of global climate change was raised again but without any data to substantiate the concern. It was noted that other surrounding ski areas (for instance Northstar) were investing substantial amounts in their ski areas. Also, a paper from the Economist on snowmaking was circulated.

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- Association Master Plan – Sullivan
The task force is re-writing the plan using information from the Dudek report where it is relevant. The Dudek report focused on how to evaluate new amenities. The task force is taking its direction from the TD Vision statement (“..attractive and well-maintained facilities...”) and from the 2015 Member Survey that stressed achieving the vision and not increasing the annual assessment by adding new amenities where user fees do not cover incremental costs. The TD plan will also contain more graphics to explain complex subjects. This plan will be reviewed by the GPC and then presented to the Board on 3/25.
- Communications Task Force – Meek
The Task Force will concentrate on messages to members regarding:
 - a. The 3/31 Member Forum review of the Association Master Plan
 - b. A series of employee housing “success stories”
 - c. Trout Creek Recreation Center space re-allocation

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

- *Water Bottle Filling Stations – Huisman*
- *Summer Trail Grooming – Huisman*
- *Trout Creek Poolside Locker Room remodel – Huisman*

The following projects are awaiting direction from the Association Master Plan

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

New Business:

There was no new business

Adjournment:

The meeting was adjourned at 4:32 PM

Next Meeting:

April 3, 2017 at 3PM at NWCH Mezzanine

CAPITAL PROJECT	IDEA DEVELOPMENT	PROJECT SELECTION	CONCEPTUAL DESIGN	FINAL DESIGN	CONSTRUCTION	POST PROJECT REVIEW
WATER BOTTLE FILLING STATIONS					Completed Awaiting Post Project Review	
ASSOCIATION MASTER PLAN					Member Forum held March 31	
SUMMER TRAIL GROOMING					Completed Awaiting Post Project Review	
ALDER CREEK ADVENTURE CENTER ADDITIONAL STORAGE					Construction Spring 2017	
TROUT CREEK RECREATION CENTER POOLSIDE LOCKER ROOM REMODEL					Completed Awaiting Post Project Review	
TROUT CREEK RECREATION CENTER SPACE REALLOCATION			Reviewed at March Board Meeting			
CLUSTER MAILBOX CONSOLIDATION			Options Being Evaluated			
GLACIER WAY EXPANDED PARKING			Options Being Evaluated			
EQUESTRIAN CENTER PHASE 3		Awaiting AMP Priority				
DOWNHILL SKI AREA STUDY		Active Project Task Force				
EMPLOYEE HOUSING		Active Project Task Force				



FINANCE COMMITTEE MEETING REPORT: March 16, 2017, NWCH

ATTENDANCE:

Members present: King, Stang, Hunter, Johns
Members absent: Ravano, Eyton-Lloyd, Dundas, Disbrow, Leibow
Staff Present: Salmon, DFA; Pearson, Senior Accountant
TD Board member: None
GPC Liaison: Sullivan
TD Member: None

AGENDA ITEMS:

A. Call to order; 3:31pm, quorum not present

B. 3/16/17 Agenda and 2/9/17 minutes approved 4-0 (Johns 1st, Hunter 2nd).

C. Review of Audited Financial Statements - Bobbie Hales, Shareholder, Gilbert and Associates, Inc., reviewed the draft of the 2016 audit report. The result of the audit is that there were no disagreements with Management regarding classifications of items, no transactional issues, no difficulty in working with our team or getting information, and no adjustments needed or omissions noted. Another clean audit. Mike Salmon and his accounting group should be complemented for a job well done.

D. Review of February Financial Results – Salmon distributed a detailed draft of the February financials. It showed that Net Operating Results are expected to be \$355,000 ahead of budget but \$51,000 behind last year's results. February is showing record revenues and costs. High costs include snow removal and an allowance of \$25,000 for unknown damages due to the high amount of snow. We had a short discussion about employee housing, which showed revenue of \$24,000 and helped house 30 employees. Having housing available for employees has been a big plus for this winter's results. The big producers this month were the three snow amenities, which ended up at \$339,000 of NOR above budget. A number of other amenities showed small positive NOR results. At February 28th, Member's Equity is estimated to be \$5,028,000.

For the first two months of the year, NOR is \$624,000 ahead of budget and \$78,000 behind last year.

The results for the first half of March shows that Revenue should be \$339,000 above Budget.

E. Update on Master Plan – Michael Sullivan provided an update on the progress of the Master Plan. As part of his report, he provided an 18 page Powerpoint presentation which showed a good description of the TD Amenities and a comparison to other local HOA's. He reported that next steps will be to start running proposed projects through the Capital Projects Process.

F. Update on Projects for TD Board of Directors. –

1. Compensation Study - King reported that the Compensation is currently under way and is expected to be completed in time for the April Board meeting

2. No recent work has been done on the communication project. It's expected that it will be started again in April.

G. Discussion regarding the format of the 2016 Annual Report – Prior to the meeting, Salmon provided a copy of the 2015 Annual Report and asked FC members to review to come up with suggestions for format, content, font size, schedules, etc for this year's report to try to make it even more user friendly. Salmon already plans to make the report four pages longer. It was suggested that the first few pages of the report be very simple so that any member of TD should be able to understand what is being reported. We all agreed that the report has a lot of very good information but that some of it may be too complicated for some TD members to understand.

Salmon said that the draft of the Annual Report will be ready for review in time to distribute before the next FC meeting. It will be discussed at next month's FC meeting.

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. 2016 Annual Report draft
2. Tahoe Donner Housing project update
3. Committee Member Profile - Leibow

NEXT MEETING DATE: April 20th, 2017, 3:00 pm, NWCH

ADJOURNMENT: 4:58 pm; (Johns 1st; Hunter 2nd) Approved 4-0
Prepared and Submitted by: Art King, FC Chair

TDGF Committee Meeting Minutes –March 7, 2017 3-5 PM.
LOCATION: MEADOW ROOM – NORTHWOODS CLUBHOUSE

Attendance: Pam English, Suzanne Sullivan, Jeanette Fagerskog, Kate Veni, Lois Ermak, Dick Gander, Jennifer Jennings

1. New (& potential) Members – Jeanette and Katie are going to meet with Linda Slatery.
2. Minutes -Additions and corrections? – None noted.
3. Treasurer's report + Statistics - \$29, 297 in assets, leaving \$19,000 for grants at this time.
4. TD News Articles – Reminder that these are due!
 - a. Jeanette - Arts For the Schools & North Tahoe Arts – Done published in March News.
 - b. Kate - Biking for a Better World – in process**
 - c. Suzanne - Community Recovery Resources – near completion**
 - d. Lois - Headwaters Science Institute – Done published in Feb News
 - e. Pam - Sierra Senior Services – near completion**
 - f. Dick - Sierra Watershed Education Partnerships – Done published in Jan
5. Tahoe Donner Cares Campaign
 - a. Meeting with TTCF – Dick/Katie – We went over details of how data is processed and made suggestions on ensuring that we can access data needed. TTCF took action items to improve the process.
 - b. The committee discussed a number of issues and possibilities for a spring/summer campaign. We agreed that direct mail is not likely the best vehicle for us, with the possible exception of a post card advertising the annual dinner. Existing vehicles such as email blasts, TD News, the bulletin board and direct email will be used.
 - c. Katie will put some thought to organizing a campaign and share ideas with the committee over the next few weeks. We can discuss virtually and at the April meeting if needed.
 - d. Jeanette will look at a sharing tool called Slack.com as a potential tool for our use.
6. Annual Dinner Planning – Suzanne
 - a. The sub-committee is making progress.
 - b. One dinner sponsor has been sold with another very close.
 - c. The committee will develop a theme and consider decorations as a part of their efforts.
 - d. Suzanne is going to see Megan regarding a mail box for TDGF at Northwoods Clubhouse.
7. Sponsor/Partner Program
 - a. Elements Mountain Co. (Waltman/SnowTech) has elected to continue the partnership at the level of \$2,000 per year to remain our only partner at this time.
8. Website content – Katie
 - a. The new TD website is in process and should be published in the very near future.
 - b. Katie has been reworking content with Ashley from Marketing. This is a big effort and we all thank Katie for her efforts!
 - c. Photos will be a much bigger part of our web presence going forward. When getting photos for TD News articles, we need to include asking for permission to use them on our website going forward.
 - d. Everyone obtaining photos should post them on the Google Drive along with captions and approvals to use.
 - e. Suzanne will distribute the user id and password for the Google Drive.
9. TD Clubs – how to engage – Pam
 - a. Pam had to leave prior to this item.
 - b. The committee discussed the clubs and consensus was that getting the clubs to actually raise money is probably a waste of time. However, using them to reach out to their members or inspiring others may be of value.
10. Bulletin Board
 - a. Brinn confirmed that we can have that space.
 - b. Dick will follow up with her on the size and exact location in order to moving things forward.

11. Scholarships

- a. The Scholarship selection process will begin shortly. Suzanne, Katie and Jennifer volunteered to be our representatives pending the dates of the meetings. Most likely 2 will be allowed to participate.
- b. The committee discussed the amount to set aside for scholarships. We agreed that an increase of \$3,000 to allow for potential multi-year grants would be appropriate.
- c. Lois volunteered to coordinate the process with Phyllis, including:
 - i. If we grant a multi-year scholarship,
 1. How do we insure the student remains eligible in subsequent years?
 2. Do we have to set aside all of the funding in the year of the initial grant?
 - ii. If we increase this year's grants by \$3,000 for a total of \$7,000
 1. The committee has a preference to providing \$1,000 to each of our prior grantees, is that feasible?
 2. What is the best way to utilize the funding?
- d. Dick will send a link to the TTCF scholarship website for everyone to see.
- e. Katie asked that we consider an aspirational tag line for our scholarships to use in future marketing.

12. April Meeting

- a. We will reserve an hour to discuss an annual budget for the committee's work. Dick will draft something for review.
- b. We will discuss items from our calendar, including:
 - i. Truckee Thursdays this summer
 - ii. Concert ticket add-on sales
 - iii. Home party for large donors
- c. Pam volunteered to capture minutes at future meetings.

The meeting adjourned at 5:10 pm

Meetings changed to First Tuesday of the Month, 3 to 5 pm.
Next Meeting April 4, 3 to 5 pm Meadow Room Northwoods Clubhouse