

# DECISION PAPER



August 23, 2017

**Issue:** Obtain Board approval to complete the relocation of Equestrian Operations, and close-out the open building permit as issued in 2015 by the Nevada County Building Department.

**Background:** In 2012, and during early planning stages to replace the Tahoe Donner Nordic Center Facility, initial Board guidance was to allocate approximately \$500K from Development Fund and nearly \$336K from remaining Replacement Reserve Fund, to relocate the Equestrian Campus and related operations as required by Regulatory Agencies, including Lahontan Regional Water Quality Board (see attached supporting documentation). Architecture and Engineering efforts were then initiated, and upon Board approval of Decision Paper dated June 5, 2015 (see attached), and prior to the October 2015 receipt of Nevada County Building Department permits, TDA Staff coordinated the installation of (7) 10x12 Tack Sheds and 2,250 LF of A-frame fencing, starting in September of 2015, for a total PHASE 1 hard and soft cost of \$282,541 (RRF). With receipt of the building permit, and upon Board approval of Decision Paper dated April 6, 2016 (see attached), Staff relocated all paddocks, loading ramp, storage containers, round pen, wash rack, and caretaker trailer during the Spring of 2016, and ahead of summer operations for a PHASE 2 cost of \$278,939 (\$225,939 DF and \$53,000 RRF).

In July of 2016, the GPC and Board agreed to review remaining components of the Equestrian Operation relocation after the completion of the upcoming Association Master Plan (AMP). With continued conversation and multiple drafts of the AMP through mid-2017, and with limited time remaining to close out the County building permit (permit expires on September 15, 2017), Staff obtained another permit extension that now expires on June 18, 2018. While the General Manager has recently reviewed all challenges, and understands the Equestrian Community's request to complete the relocation project as described in the Task Force documents dated August 7<sup>th</sup>, 2017, he recommends the completion of Phase 2 and 3 components before expiration of building permit.

Baseline Statistics for Equestrian Operations include \$83K NOR loss, as budgeted for 2016, with revenue up by 10% and costs up by 7% in 2016. Visitation was also up 6%, compared to the 5 year average, at approximately 4K visitors per operating season (see attached historical visitations).

Early estimated construction costs to complete ADA parking, ADA restroom, improved driveway and ADA walkways, ADA Loading Ramp, Concrete Wash Rack, and 200 SF Guide Shack, were approximately \$253,000 from the February 17, 2016 Contractor bid. Updated construction cost pricing was received on August 14, 2017, as requested for the updated project scope at the August 7<sup>th</sup> GPC meeting, see attached Equestrian Task Force Recommendation to Complete Relocation of Equestrian Center and related handout. Preliminary construction cost estimates, with anticipated soft costs included, are now approximately \$200,000, which includes completion of Phase 2 and Phase 3 items, as shown below with detailed costs attached:

# DECISION PAPER



## **Complete Phase 2;**

1. Install BMP's
2. ADA parking and walkways
3. Loading Ramp
4. Restroom enclosure

## **Phase 3;**

1. Roadway base to reduce dust
2. Wash Rack
3. Guide Shack

## **Options:**

1. Approve completion of all remaining improvements as identified by the Task Force on August 7<sup>th</sup>, see attached project scope and cost detail, for a total of approximately \$200,000 from Development Funds. There are sufficient Development Funds available in 2017.
2. Approve completion of necessary items to close out the Nevada County Building Permit, for a total of approximately \$130,000 from Development Funds, and to further consider additional phase 3 upgrades in the new process of the forthcoming Association Master Plan.

## **Recommendation:**

Staff recommends the Board of Directors consider approving Option 1: Approve completion of all remaining improvements as identified by the Task Force on August 7<sup>th</sup>, see attached project scope and cost detail, for a total of approximately \$200,000 from Development Funds.

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**Prepared By:** Forrest Huisman

**Reviewed By:** Mike Salmon

**Board Meeting Date:** September 2, 2017

**General Manager Approval to place on the Agenda:** \_\_\_\_\_ **Date:** \_\_\_\_\_

2016 EQUESTRIAN CENTER ESTIMATES

<b>Equestrian Campus Relocation at Tahoe Donner Association</b>			
<b>Project Scope</b>	<b>GC Bid on February 17, 2016</b>	<b>GC Bid on August 14, 2017</b>	<b>COMMENTS</b>
<b>Phase 2</b>			
ADA Parking Stalls & Walkways	\$ 94,000	\$ 25,149	As required in NVCO permit set
Loading Ramp	\$ 28,000	\$ 34,100	As detailed in DCA drawings
Slab & fence for portable ADA restroom	\$ 5,000	\$ 10,100	Per sketch attached
<b>SubTotal of Phase 2</b>	<b>\$ 127,000</b>	<b>\$ 69,349</b>	
<b>Phase 3</b>			
Wash rack	\$ 13,000	\$ 4,000	Concrete pad up to 12x16'; gravel swale; new hitching rail, see drawings
Guide shack	\$ 14,000	\$ 17,850	As detailed in DCA drawings to replace 2 storage containers
Paint and Stain		\$ 6,000	Paint and relocate containers to adjacent location
Roadway Base to reduce dust	\$ 38,000	\$ 41,581	3" of 3/4" minus (31K SF)
<b>SubTotal of Phase 3</b>	<b>\$ 65,000</b>	<b>\$ 69,431</b>	
General Conditions	\$ 29,500	\$ 25,570	
<b>SUBTOTAL</b>	<b>\$ 221,500</b>	<b>\$ 164,350</b>	
Contingency (5%)	\$ 11,075	\$ 8,218	
Agency fees, inspections etc	\$ 15,000	\$ 15,000	
Snow Removal	\$ 5,000	\$ 5,000	
<b>TOTAL ESTIMATED PROJECT COSTS</b>	<b>\$ 252,575</b>	<b>\$ 192,568</b>	

## Equestrian Phase 3 Conceptual Bid



**R&D Professionals, Inc.**  
General Contracting & Construction Management

Costs in RED are considered an allowance for that line item

<u>Codes</u>	<u>Tasks</u>	<u>Costs</u>	<u>Comments/Scope</u>
1511	Temporary Electricity	By General	
1523	Sanitary Facilities	\$300.00	
1525	Debris Receptacles	By General	
2000	Testing & Inspection Services	By Owner	
2030	Survey & Layout	By Owner	
2040	Snow Removal	By Owner	
<b>2300</b>	<b>Earthwork</b>	<b>\$64,729.00</b>	4" Base Roadway and pathways 31,000 SF - \$41,581, Gravel Pave ADA walkway and parking 2985 SF - \$21148.
2317	Blasting	By Owner	
<b>2340</b>	<b>Erosion Control/BMPs</b>	<b>\$4,000.00</b>	Re install
2500	Site Utilities (Wet)	Included in 2300	
2580	Site Utilities (Dry)	Included in 2300	
2590	Signage	Not Included	
2730	Asphalt Paving	Not Included	
2895	Pavement Markings	Not Included	
<b>3310</b>	<b>Concrete Slabs</b>	<b>\$4,000.00</b>	10x16 Wash Rack, 10x12 Restroom
<b>5520</b>	<b>Handrails</b>	<b>\$7,200.00</b>	120LF @\$60 per foot. Loading Ramp
5600	Rough Hardware	included in 6050	
<b>6050</b>	<b>Rough Carpentry Material</b>	<b>\$28,900.00</b>	Guide \$7,400, Hitching rail \$1,000, Ramps \$16,500, ADA Fence \$2,000
<b>6100</b>	<b>Rough Carpentry Labor</b>	<b>\$18,700.00</b>	Guide \$5200, Hitching Rail \$1,000, Ramp\$10400, ADA Fence\$2,100.
6150	Exterior Finish Carpentry	Included in 6100, 6050	
7200	Insulation	Not Included	

### Equestrian Phase 3 Conceptual Bid

7300	Roofing	\$3,000.00	To match Tack
8200	Wood Doors	\$1,200.00	2 interior door like Tack Sheds no glass.
8500	Windows - Wood & Vinyl	\$650.00	Anderson Composite Guide.
8710	Door Hardware	\$400.00	2 knobs, 2 deadbolts
8760	Windows Install	Included in 6100	
9250	Gypsum Wallboard	Not Included	
9911	Exterior Paint & Stain	\$6,000.00	Guide, Loading Ramp, (2) Storage Containers
10670	Storage Shelving	By Owner	
15100	Plumbing	Not Included	
16100	Electrical	Not Included	
16500	Light Fixtures	Not Included	
20005	Profit & Overhead	\$23,643.43	
20010	Insurance	\$1,627.22	
<b>Total Cost Breakdown</b>		<b>\$164,349.65</b>	

## Forrest Huisman

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**From:** Forrest Huisman  
**Sent:** Wednesday, August 23, 2017 10:34 AM  
**To:** Krystal Rae Mecham; Susan Terrell; Krystal Rae Mecham; John Stubbs; Michael Sullivan; Tom Johns; 'Nan'  
**Subject:** Equestrian Task Force Update  
**Attachments:** 2017-08-23 - DP - Complete Equestrian Relocation.pdf

Hello Task Force,

I have attached the latest draft Decision Paper for your review, which requests Board approval to fund the completion phases 2 and 3 prior to expiration of building permit on June 18, 2018. Additionally, I will be simultaneously working to obtain updated construction costs for items recently detailed by Krystal Rae to further maximize operational efficiencies, see below. Please let me know if you would like to meet as a Task Force ahead of the September 2<sup>nd</sup> Board Meeting, where this DP will be presented as an Action Item.

Thank you,

**Forrest Huisman** | Director of Capital Projects  
[address](#) 11509 Northwoods Blvd., Truckee, CA 96161  
[phone](#) 530-587-9487



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**From:** Krystal Rae Mecham  
**Sent:** Tuesday, August 22, 2017 1:35 PM  
**To:** Forrest Huisman <FHuisman@tahoedonner.com>  
**Subject:** Re: 20x15 wash rack

In regards to the proposed wash rack, guide shack, ADA bathroom enclosure and loading ramp diagrams, I have a few suggestions.

Wash rack:

- 1) Light attached to the pole at the electrical panel.
- 2) Weld (4) horseshoes, or some kind of tie spot to the hitching post.

Guide Shack:

- 1) A ramp or steps going straight to the front door of the guide shack.
- 2) Fenced in storage area in the back of the guide shack between the loading ramp. Having the roof overhang over the storage area as far as possible would be great.
- 3) A long window in the back of the guide shack to let in some light.

ADA Bathroom enclosure:

- 1) For operational purposes putting a roof on the proposed bathroom enclosure would be very helpful in obtaining more storage.

Loading Ramp:

- 1) Height: 30 inches.

[Krystal-Rae Mecham | Equestrian Manager](#)

Office: 530-587-9471 Cell: 530-515-4156

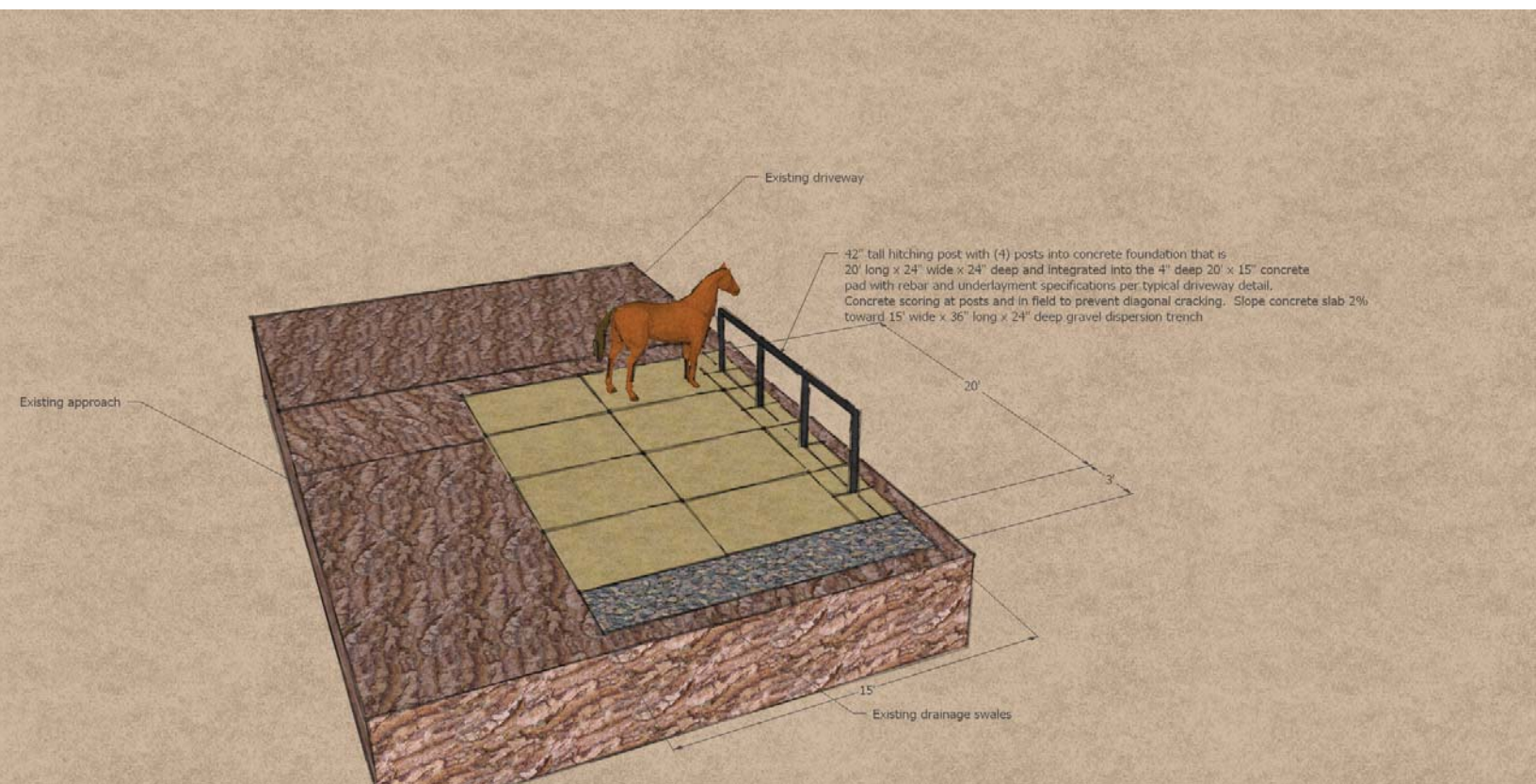
[kmecham@tahoedonner.com](mailto:kmecham@tahoedonner.com)



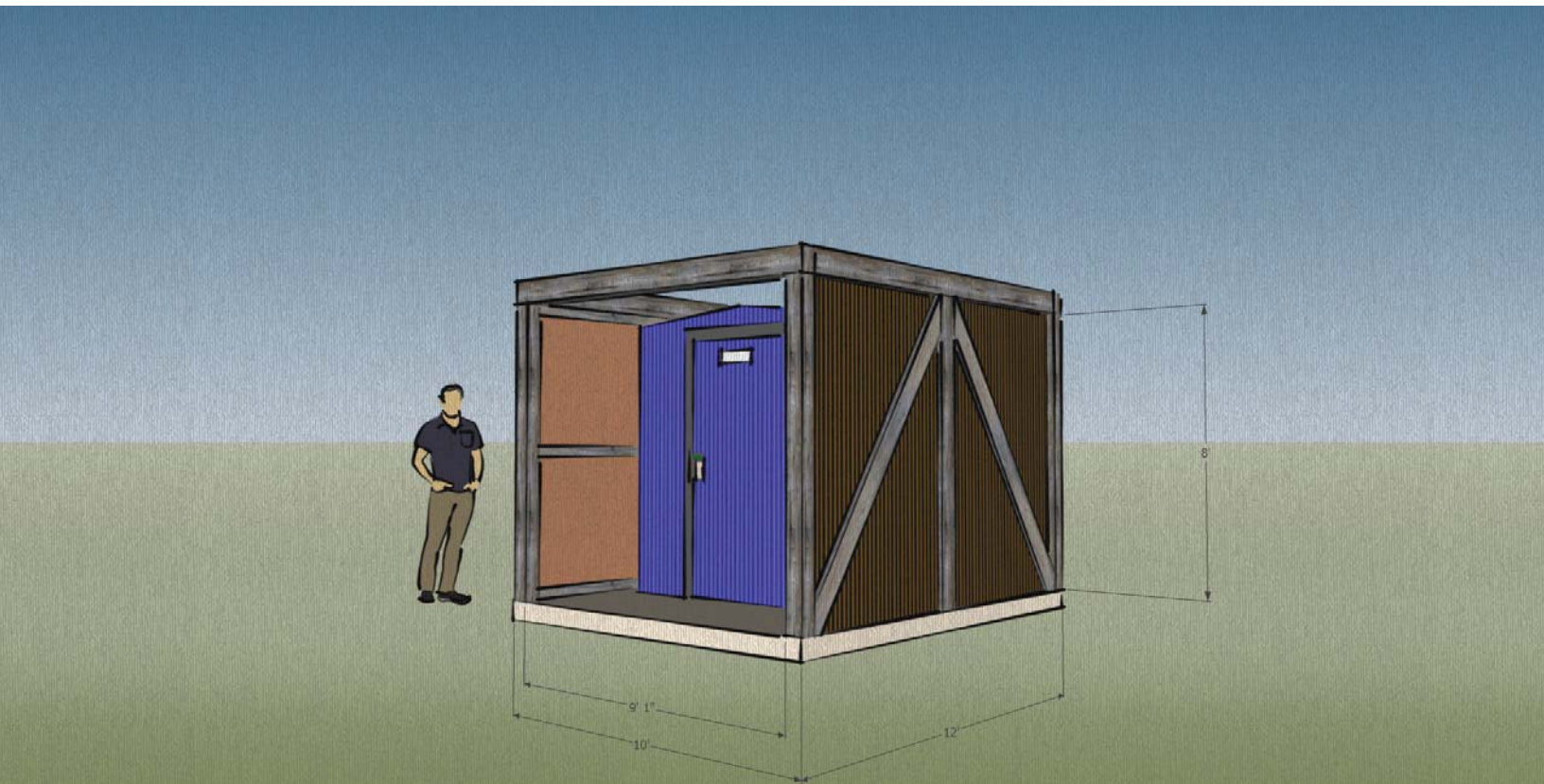


Proposed ADA ramp to new guide shack and required loading ramp.



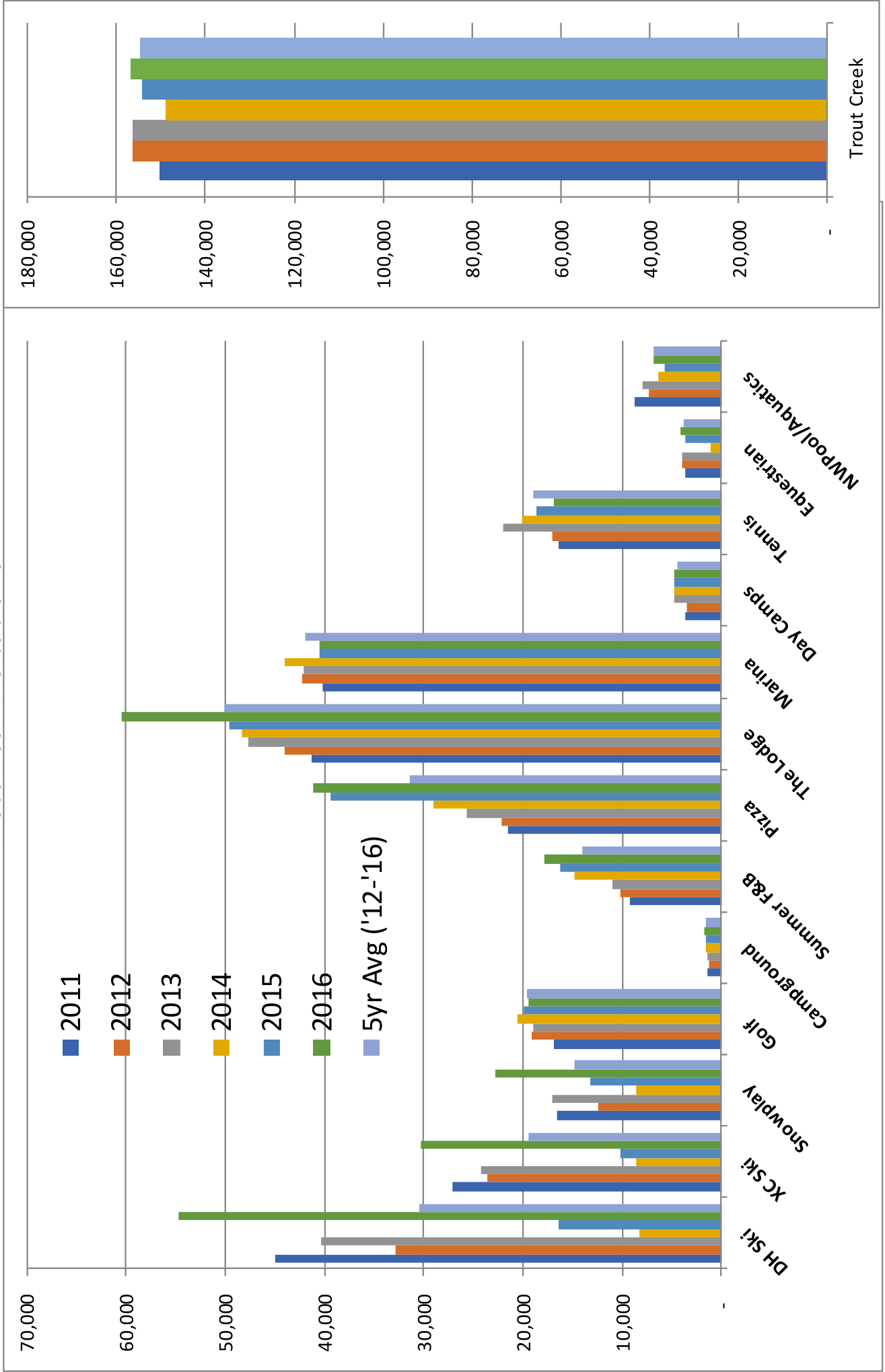


Proposed concrete wash rack and hitching post with drainage swale.



Proposed ADA portable toilet on a concrete slab, surrounded by 8' tall perimeter fence and front gate access. Fence color and materials to match ACAC and Tack Sheds.

# Historical Visitations



**Equestrian Center Task Force**  
**Recommendation to Complete Relocation of Equestrian Center**  
*August 7, 2017*

## **Introduction**

The Equestrian Center Task Force recommends that the GPC approve the plan outlined below for completion of the Equestrian Center, and send it to the Board for consideration of funding approval at the next Board meeting on September 2, 2017.

This plan includes ADA items as well as others that the equestrian members of the task force regard as essential needs for safety and functionality: wash rack, loading ramp and guide shack. Further, we recommend that construction be completed this fall to ensure that Tahoe Donner meets the county's June 18, 2018 permit expiration deadline.

Below is an overview of the project objective; scope, spend and schedule; pros and cons; and task force recommendation.

## **Objective**

The Equestrian Center, an original deeded amenity, needs safe facilities of at least basic quality for the continued use and enjoyment of members who are equestrians as well as non-equestrian members who enjoy this amenity with their children, grandchildren and guests.

Originally, when construction of the ACAC displaced the equestrian facilities and created the need for this relocation project, members were promised that "the rebuild would be better than the previous equestrian center and up to the high standards of Tahoe Donner".

With respect for the competing needs of numerous capital projects, the task force recommendation includes only those elements which the equestrian members of the task force consider essential needs for safety and efficient operations.

## **Scope**

Essential needs for safety and efficient operations include solutions to currently insufficient features:

- Wash rack with uneven surfaces where boarder and TD operations horses receive care from farriers and veterinarians and where safety of horse and handler is critical.
- Loading ramp, designed for short-term use, is used by unskilled riders for mounting TD operations horses for trail rides and lessons, and due to use by inexperienced riders especially needs to be sturdy and safe.
- "Guide shack" storage for TD operations tack and equipment is currently in an old, unsightly metal container whose appearance undermines member and public perception of the entire Adventure Center.
- ADA parking, walkways and restroom are needed to meet code.

Other elements of the original “Phase III” which are not considered essential to safety and efficient operations have been eliminated from the scope of work. The items listed above include only the basic, bare-bones needs for a safe and efficient equestrian operation.

## Spend

This “ballpark cost estimate” has been extrapolated from bid costs originally obtained in 2016. Recognizing that inflation, competition for contractor services, and other factors will have changed costs since then, probably not for the better, the task force added a significant inflation factor for ballpark budgeting.

<b>SCOPE OF WORK – August 2017</b>	<b>ESTIMATE</b>	<b>COMMENTS</b>
ADA parking & walkways	50,000	2016 bid cost
Slab for ADA restroom & protective fencing	10,000	2016 bid cost
Wash rack for boarders and operations	8,000	Design simplified to lower cost by half
Loading ramp for operations	32,000	2016 bid cost
Guide shack for operations	21,000	2016 bid cost
<b>SUBTOTAL</b>	<b>121,000</b>	
Inflation factor	18,150	Estimated at 15% of subtotal
General conditions	19,360	16% of subtotal; same % as 2016 bid
Contingency, agency fees, inspections, etc.	10,890	9% of subtotal; same % as 2016 bid
<b>TOTAL</b>	<b>169,400</b>	

Items categorized by usage:

- ADA requirements = \$60,000
- TD operations (guide shack, loading ramp) = \$52,000
- Boarder & operations (wash rack) = \$8,000
- Soft costs (contingency, fees, etc.) = \$48,400

\*\*For discussion at the GPC meeting: Management has said that triple bids can be solicited once the Board has approved Phase III funding, but the Board may wish to base its review and/or approval on current bid costs. Delay of accurate pricing could jeopardize the schedule.

## **Schedule**

With a county permit extension that expires on June 18, 2018, there are only two short windows of opportunity for completion:

- Fall 2017 from the close of equestrian operations until snowfall (a longer, preferred window)
- Spring 2018 from snowmelt to nesting bird restriction date (a much shorter window)

Because the spring window is typically much shorter, and has in the past been so short as to prevent planned construction activity, the task force strongly recommends the fall timeframe for execution of this project.

### **Pros and Cons: Arguments for and against completion of the equestrian center.**

*Pro: Members deserve, at minimum, a fully-functioning, completed amenity.*

However “Tahoe Donner standards” are defined, it is reasonable for members to expect that amenities at least meet the standards of safety and efficient operations. This recommendation for scope, spend and schedule meets those minimum standards.

*Pro: Completing and maintaining amenities protects members’ investment value.*

As the regional HOA with the widest range of amenities and most comprehensive array of activities, Tahoe Donner offers a positive investment value to its members. Those values are a direct reflection of the quality of Tahoe Donner amenities in addition to the quality of members’ homes. By creating and maintaining reasonable standards for our amenities, Tahoe Donner helps protect the investment value of its members.

*Con: Equestrian center spending has already exceeded budget.*

The equestrian members of the task force strongly disagree with this perspective. Our view is that a significant proportion of the costs attributed to the equestrian center should have been allocated to the Alder Creek Adventure Center project.

\$270,000 of the original \$500,000 equestrian budget was spent on two elements: the seven tack sheds at \$17,000 each, and the A-frame fencing. The equestrian members of the task force (at that time called the steering committee) objected strongly to both the design and cost of these elements, but we were over-ruled.

We were told that Tahoe Donner needed these elements to be consistent with the quality of the Alder Creek Adventure Center, rather than the functional and less expensive elements proposed by the equestrian members. Construction proceeded with the more expensive design over the equestrian members’ objections.

After the tack sheds and A-frame fences were constructed, two things became apparent: Some of the tack sheds, which were built on skids so that they could be moved, were also used for cross-

country winter storage. And, the A-frame fencing, at 7-8 ft. high far taller than any equestrian need, was used during the winter season to delineate ski trails where they were readily visible above the snow.

Building multi-purpose features for a multi-use amenity makes perfectly good sense. However, it is inaccurate to characterize that \$270,000 cost as exclusively an “equestrian expense” when the sheds and fencing are used year-round for other purposes, and their specifications and the resulting cost far exceeded the actual needs of the equestrian center. That is just plain wrong.

Further, to deny completion of the equestrian center based on that perspective makes it doubly wrong.

Had the funding for fencing and sheds been proportionately allocated between cross-country and equestrian, or had the fencing and sheds been designed and cost as the equestrian members proposed, the original \$500,000 budget would have been sufficient to complete the Equestrian Center relocation.

Since the Adventure Center project began and created the need to relocate the equestrian center, a tremendous amount of work has been done by the GPC, staff and management to better select, scope, estimate and control costs of capital projects. Had our current Capital Projects Process been in place when this project began, it’s likely we would not be discussing this issue now.

*Con: The Equestrian Center is one of the lowest-utilized amenities.*

Of course it is – it has offered minimal facilities for many years, suffered deferred maintenance that left it looking very much the worse for wear, and for a time even its continued existence was in doubt. Why would it provide high utilization numbers?

Low utilization has for years been used as a rationale for discontinuing the existence of the equestrian center, for the reluctance to budget funds for its relocation due to construction of the Adventure Center, and now as a reason to reduce the scope of work to only the ADA requirements and put off – yet again – completion of the equestrian center to some vague future.

Equestrian will never be the highest-utilized amenity but it can be – and is – popular with a loyal group of members, and could provide higher utilization numbers with more, and more attractive, facilities and programs.

Consider that currently the trail rides and pony camps are often sold out, and that boarding is rebounding after being uncertain and/or unavailable for several years. The case can be made that there is untapped growth potential for the equestrian center, from member use and from the public which pays fees that subsidize member costs.

Completion of the equestrian center will improve utilization by providing the opportunity for more programs and activities at a finished, safe and efficient facility.

## **Task Force Recommendation**

The Equestrian Center needs to be completed for member use, safety and operational efficiency. The scope of work has been reduced to bare-bones, basic requirements of a very basic equestrian center. The cost needs to be triple bid, but the ballpark cost above provides guidance for evaluation. The window of opportunity for meeting the June 18, 2018 county deadline is short and rapidly approaching.

For all of these reasons, the task force recommends that the GPC approves this project for presentation to the Board for its evaluation and recommended approval at the next Board meeting on September 2, 2017.



# Equestrian Campus - Tahoe Donner Association

## Equestrian Steering Committee (ESC)

### Meeting #13

Location: NWCH Mezzanine  
 Date: Wednesday 2/22/2016  
 Time: 2:00pm – 3:00pm

#### Attendees:

Tahoe Donner Association: Forrest Huisman  
 Miguel Sloane  
 Brian Yohn  
 Lee Gray  
 TDA Board: N/A  
 General Plan Committee: John Stubbs  
 Equestrian Sub Group: Nan Meeks  
 Guests: N/A

#### Meeting Notes:

Objective: Review Strategies for Phase 2

Forrest opened the meeting informing the committee that Brian Yohn has been promoted to Senior Project Manager. His duties now include construction management and oversight of both Replacement Reserve Projects and Development Fund projects.

Brian is currently working with 2 contractors on getting preliminary numbers on the Equestrian Center, Phase 2.

1. Mt. Lincoln – previous TDA experience: the addition at The Lodge, The Pro Shop expansion, Deck extension and Storage shed.
2. R & D Professionals – previous TDA experience: Phase 1 at the Equestrian Center; Tack Sheds and Fencing

The preliminary numbers from the contractors have not reduced as anticipated. Their proposed timeline is 6 to 8 weeks to implement all nine items listed below. One of the contractors has a subcontractor, Rupert Co. – excavation, who suggested that, if the contract is awarded sooner and we get on their schedule, costs will be less.

The purpose of this meeting is to earmark \$238,000 remaining budget on priority project items in 2016. Lists of 9 items were displayed to review and obtain consensus, with remaining items considered for a future Phase 3.

1. Paddock Excavation, Grubbing	82,000	Recommend for 2016
2. 60' round pen and wood privacy panels	7,000	Recommend for 2016
3. De-gravel of south arena (RRF)	10,000	Recommend for 2016
4. Utility Trenching w/ 11 Pedestals	193,000	Recommend for 2016, looking into ½ as many pedestals for savings
5. ADA Parking & Walkways	50,000	Recommend for future phase, and to be combined with #6
6. Roadway Base to reduce dust	35,000	Recommend for future phase, and to be combined with #5
7. Wash rack	16,000	Recommend for future phase, current infrastructure is functional
8. Guide shack	21,000	Recommend for future phase, current infrastructure is functional
9. Loading Ramp	32,000	Recommend for future phase, current infrastructure is functional
10. (3) Slabs for Restrooms & Caretaker	10,000	Recommend for future phase, currently functional without restrooms
11. <u>General Conditions</u>	<u>65,000</u>	
GC Subtotal	518,000	
Contingency	25,200	
Agency Fees	10,000	
Special Inspections	5,000	
Snow Removal	5,000	
<u>Unforeseen Site Conditions, blasting</u>	<u>2,500</u>	
Potential Project Total	558,700	

Staff provided a site plan identifying the ESC's preferred 11 pedestal locations and associated joint trench routing, as now permitted by the County. Staff will provide a recommendation on a reduced pedestal count and preferred locations for efficient operations, aiming to reduce overall costs, and to be reviewed at ESC meeting #14.

## Questions and Comments:

*Nan:* **Can the itemized list of costs to date be provided?** Yes, staff will prepare a summary document.

*Nan:* **In going over the list could there be discussion on how to scale back to make it more affordable?** Yes

*John:* **What are General Conditions?** Multiple line items the contractor charges to do business; profit, overhead, insurance, portable toilets, dumpsters.

*John:* **Have we gotten all the permits?** Yes. We can start May 1 if not too much snow or mud, but need to be generally wrapped up by June 15<sup>th</sup>. If construction does not start until the Fall, the equestrian operations would need to be closed by first Tuesday after Labor Day Weekend, to be completed by October 15<sup>th</sup> deadline.

*John:* **Could our own maintenance staff install concrete slabs?** No, a general contractor is better suited to manage all construction improvements, as they are licensed, insured, and provide adequate warranties against defect.

*John:* **Could some operations money from snow making and winter operations be shifted over?** This would be a Board decision.

*John:* **Could the horse community throw in some money?** Nan responded that the horse community should entertain some ideas. The equestrian people would like to get the bare minimum out of the \$500,000.

*John:* **What about the footing for the arena?** There is an existing replacement reserve line item to degravel the south arena. Contact has been made with a Reno consultant, and he will come out to finalize his proposal, after the snow has melted. Staff is allocating \$10K for planning purposes, but the proposal is anticipated to be less.

*Nan:* **Is there a way to move the service panel so there is more room to get by?** Staff suggests that now that the split rail fence is installed and parking stalls are coned off for staff vehicles only, that the existing electrical panel is sufficient, and project dollars could be better utilized elsewhere.

## Future:

Considerations are being made for the **ESC Meeting #14 on March 7, at 2:00pm at Northwoods Club House Mezzanine.** Please notify Forrest Huisman if you have specific schedule conflict.

# DECISION PAPER



April 6, 2016

**Issue:**

Execute contract to proceed with Equestrian relocation efforts in May of 2016, weather permitting.

**Background:**

R&D Professionals completed Phase 1 of Equestrian relocation (Seven Tack Sheds and 2,250' of Perimeter Fencing) during the fall of 2015, leaving 228,875 remaining in the development budget. On March 18, 2016, the Tahoe Donner Board of Directors voted to proceed with Phase 2 items on May 1, 2016, which includes excavation for relocated paddocks, trenching for eight water/power pedestals, and a new 60' boarded round pen, for an additional project budget of \$50,000, which includes all GC fees, 5% contingency, and all permitting and Agency fees. Two interested and qualified general contractors have submitted their schedule proposal, proof of insurance, and their fixed contract price, with R&D Professionals under-bidding Mt. Lincoln by \$29,240. By proceeding with R&D Professionals for Phase 2, at a contract cost of \$243,699, the total development cost will be \$278,875, of which \$53,000 will be funded by Replacement Reserve Fund, and \$226,000 funded by Development Fund, with an ending balance of nearly \$320,000.

**Options:**

Option 1: Execute the Construction Contract with R&D Professionals, to proceed with phase 2 in 2016, beginning on May 1 and finishing mid-June (weather permitting), for a total fixed contract price of \$243,699.57.

Option 2: Spend an additional \$29,240 to proceed with Mt. Lincoln Construction, spreading the work out to another interested and local General Contractor, although they possess no further quality or schedule benefits.

**Recommendation:** Staff recommends Option 1, execute Construction Contract with R&D Professionals, to proceed with phase 2 on May 1 and finishing mid-June (weather permitting), for a total fixed contract price of \$243,699.57.

Prepared By: Forrest Huisman *[Signature]* 4/4/16

Approved By: Michael Salmon *[Signature]* 4/5/2016

Board Meeting Date: April 6, 2016

General Manager Approval to place on Agenda: *[Signature]* Date: 4/5/16

# Equestrian Campus - Tahoe Donner Association

## Equestrian Steering Committee (ESC)

### Meeting #11

Location: NWCH Mezzanine  
Date: Wednesday 8/19/2015  
Time: 3:30pm – 5:00pm

#### Attendees:

Tahoe Donner Association: Forrest Huisman  
Bruce Welton  
Krystal Rae Meacham  
Lee Gray  
TDA Board: N/A  
General Plan Committee: John Stubbs  
Equestrian Sub Group: Susan Terrell  
Mary Werschkey  
Tom Johns  
R&D Professionals: Dave Smith, Partner  
Guests: N/A

#### Meeting Notes:

**Objective:** Dave Smith, with R&D Professionals (Contractor of Record for tack sheds and perimeter fencing), joined the Steering Committee to review his strategies to implement Phase 2 Relocation.

1. Schedule; The Permits are not fully completed by the County yet, but in the interim, Forrest Huisman asked R&D and Mt. Lincoln to prepare preliminary costs for the remaining project scope and relocation efforts. Dave has only received one bid per scope, and although they are much higher than he thinks is reasonable, he is waiting on additional numbers from his sub-contractor base. The Architect recently provided Forrest with a new permit set with County ADA requirements, which he has reviewed and provided to the Contractors for review and pricing updates. The ADA requirements include Base and DG pathways to various locations from new Handicapped parking. The County originally did not want to allow proposed pedestals for water and electricity throughout the campus, but Forrest was able to prove that we had historic non-conforming use, and per the code, "Existing water and power supply, service with existing underground trenching" was added to the plans.
2. Tack sheds are complete and the fencing is underway being placed around the perimeter of the campus.
3. Dave Smith expressed concern with the 6 week schedule, and that it would be very difficult to complete on time, even if he could start as early as September 14. Subcontractors and their schedule; finding an available excavator who can do this size of a project. The order of work should be Trees, Grading, Utilities, Roads, Foundation slabs, Wash rack, RV, restrooms, Guide Shack, Framing. The main scope of work is the Excavator.
4. An Electrical engineer will need to be brought on board to boost the power because of the distance to the furthest pedestals and getting sufficient power to those locations. Discussion to eliminate some of the outlier pedestals, but Dave advised that was premature because we do not know if said elimination would be a small or large savings.

5. A 3 acre conversion permit will be required to remove trees and now that we have the grading permits coming in, Forrest is working with Bill Houdyschell to facilitate permit. AMX and TDA both have a licensed timber operator (LTO) on staff, which is required. Micki Kelly has advised that we do not have to perform a nesting study if trees are removed after September 1 and before April 1.
6. The details of the 10x10 wash rack with a water heater were discussed and concerns over excess costs, and if it could be removed. Considerations are being made to postpone the wash rack to a future phase if costs are high.

## Questions and Comments:

**If we can't finish before the end of the year, what can be completed this year?** Trees, Grading, and utilities. Finish in the spring.

**What kind of barrier is going around the deck in the back to separate the children and people attending the parties?** Staff is reviewing options at this time.

**Could the containers or a Tack shed be used as a Guide shack next year?** Yes

**Have we gotten the Variance for the Caretakers Trailer?** The Variance will be on the September Board Agenda, with no impact to current operations, as variance is necessary only after completion of the construction project, as the trailer is allowable during construction activities per TDA Covenants and Architectural Standards Committees.

## Additional Comments received on August 26 from Susan Terrell;

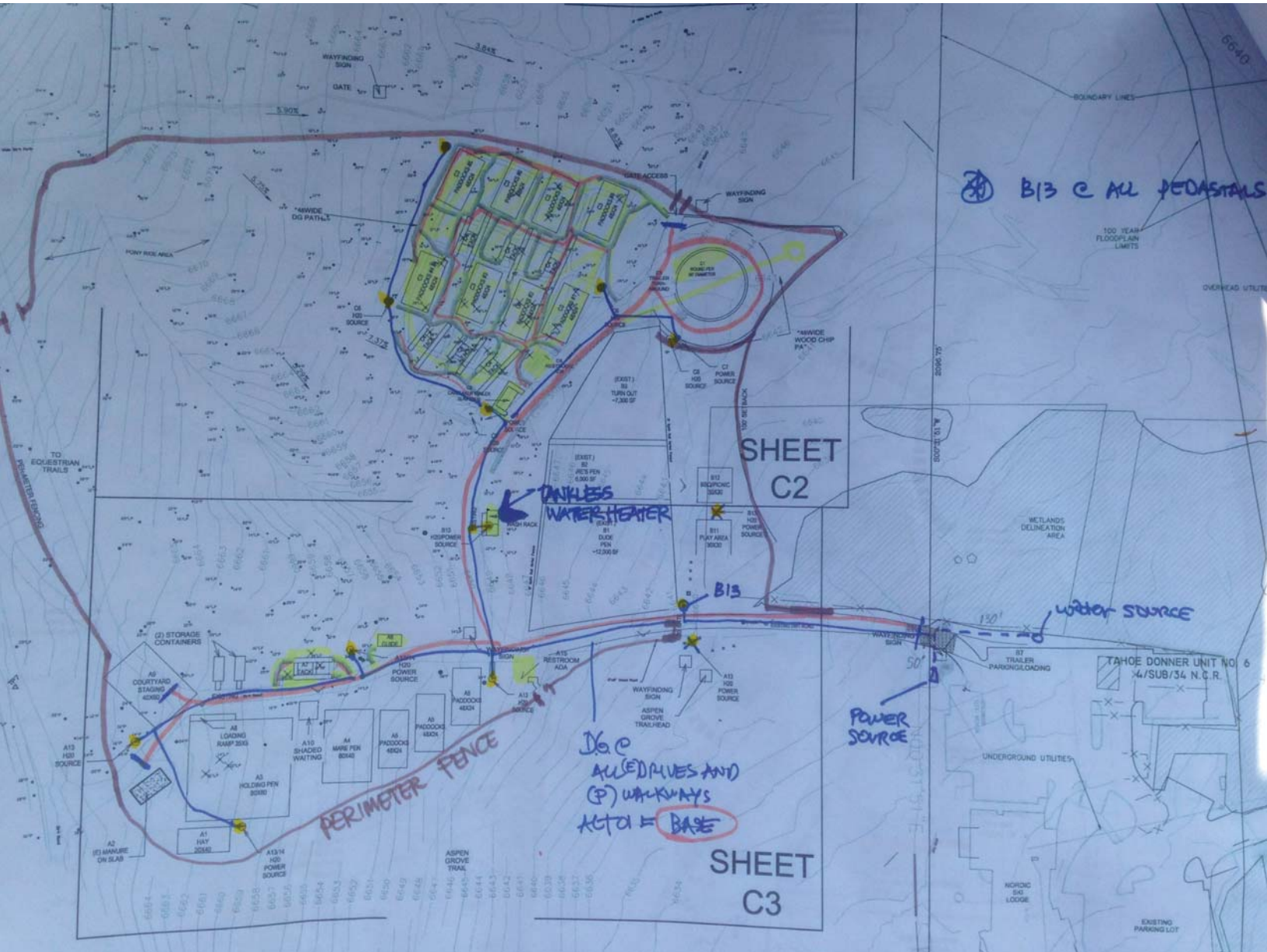
1. Susan Terrell and Mary Werschky are not in agreement that an expensive building be constructed to hold the hot water heater for the washing of horses. Forrest alluded to the cost being greater than that of a tack shed. We feel that this is not within our budget at this time. A suggestion was made to continue using the hot water on demand system already in place this summer. It is small, discreet, and does not require a building or further expense.
2. Susan Terrell requested that the variance for the caretaker trailer be put on the August Board of Directors agenda. The steering committee members and members of the GPC (at their August meeting) agreed that this should be presented and approved by the Board as soon as possible.
3. Mary Werschky would like further clarification on the timing for variance on caretaker trailer, as last week the variance was needed.
4. Please note that Mary and Susan feel strongly that a physical separation, such as a small fence or large planter boxes, should separate the equestrian arena path from the ACAC deck and fire pit area.
5. We equestrians consider these to be **high-priority** items when considering the remaining budget monies:
  - a. Replace the existing 16 covered paddocks, as the panels and covers are worn out and unsafe for the horses. Purchase an additional 16 galvanized covered paddocks for the 2016 season to replace the lost barn stalls.
  - b. 60' round pen. Mary would like to verify that the trailer turnaround access, to be built around the perimeter of the round pen, be approved by a professional to ensure that it meets the necessary tracking requirements for large rigs (50+ feet) with a gooseneck-type hitch mechanism.
  - c. Guide shack for T.D. saddles, tools and gear
6. **No-cost item;** Horse trailer parking returned to original south end of parking lot. Current configuration of the north end will make it extremely difficult to maneuver horse trailers through the series of islands, fences, concrete bumpers and cut-up parking space.

7. Electricity provided only as far as caretaker trailer pad for now. Extending power further into the boarder area is desirable only after achieving previous items.
8. **Low-priority** items if money remains after the above expenditures:
  - a. Small, inexpensive shed to house hot water heater next to the wash rack
  - b. DG gravel or road base paths around the boarder area (after steering committee sees samples and more information to assure appropriate material for horses).

## **Future:**

**Future topics;** Relocation of the South Arena in a future phase as funding allows.

Considerations are being made for the **ESC Meeting #12 on September 16th at 3:30pm at ACAC.** Please notify Forrest Huisman if you have specific schedule conflict.



# Relocation of Equestrian Operations, Phase 1 and 2 TAHOE DONNER ASSOCIATION

## DEVELOPEMENT BUDGET UPDATE - EQUESTRIAN STEERING COMMITTEE

TAHOE DONNER	Budget	Actual
Permits & Agency Fees	15,000	322
Architecture	50,000	40,599
Engineering	10,000	12,083
Consulting	20,000	18,166
Building Materials, Misc.	5,000	0
Fixtures Furnishings & Equipment	35,000	2,000
Other Services, Testing	8,000	0
Temporary Operations	20,000	5,396
<b>Total</b>	<b>163,000</b>	<b>78,566</b>

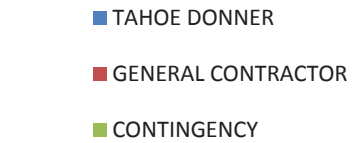
GENERAL CONTRACTOR	Budget	Actual
Phase 1, (7 tack sheds and fencing)	219,500	156,515
Phase 2 (TBD)	124,500	0
Completion Bonus by 7/21 (\$100/day)	1,000	400
<b>Total</b>	<b>345,000</b>	<b>156,915</b>

Total Expenses	Budget	Actual
	<b>508,000</b>	<b>235,481</b>

CONTINGENCY	Estimated	Actual
Potential Changes	25,400	0
<b>Total</b>	<b>25,400</b>	<b>0</b>

Total Potential	Estimated	Actual
	<b>533,400</b>	<b>235,481</b>

### Project Cost Breakdown



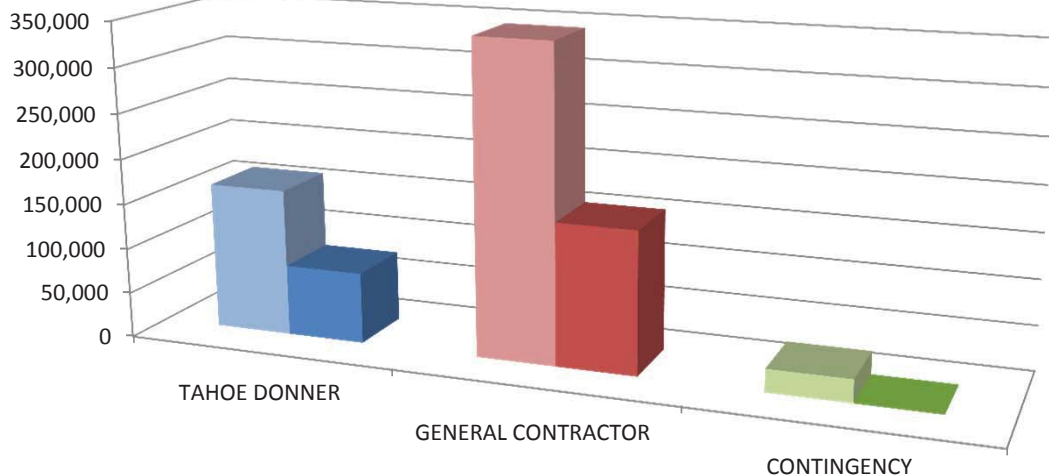
Percentage spent to project completion = **46.4%**

Number of days eligible for liquidated damages = 0 (\$0K)

Actual expenditures per date prepared: **August 14, 2015**

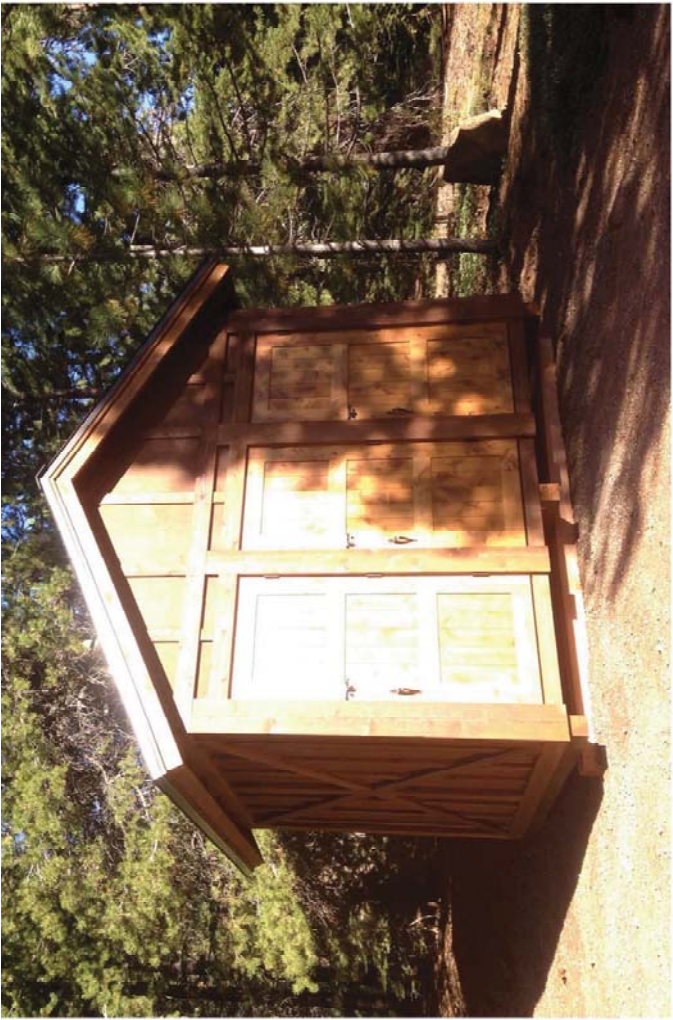
Estimated Substantial Completion = **May 2016**

### Budget vs. Actual



1 \$533,400 Total Potential Project Budget, Board approved on November, 2014 (\$297,619 RRF)







**SITE PLAN**  
1" = 60' 0"

**ADMINISTRATIVE FUNCTIONS**

Administrative functions will take place in the Town Center Administration Center on the property north side. This includes offices with restrooms, kitchen (ADA), dining chairs, and parking (ADA) with restrooms. The Town Center is a central point for many of the property's activities and provides for the open use of building. Town Center parking lot is located adjacent to the property and will be used for parking. Town Center Administration Center will be used for office, restrooms, and other administrative functions.

**WATER & ELECTRICAL LINES**

The Equine Center already has water and power supplied from the town center. All other buildings and parking areas will be connected to the town center. Water and electrical lines will be installed to the buildings. The Town Center Administration Center will be used for office, restrooms, and other administrative functions. The TDCD will provide all other water and power for the site.

**ACCESSIBILITY**

Administrative functions in adjacent to an Administration Center on west ADA parking and restrooms.

ADA parking is placed adjacent to Equine Center site. ADA restrooms on Equine Center site.

ADA parking is placed adjacent to Equine Center site.

ADA parking is placed adjacent to Equine Center site.

ADA parking is placed adjacent to Equine Center site.

ADA parking is placed adjacent to Equine Center site.

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NO.	REVISIONS	DATE

**TD Draft Equestrian**

**DALE COX ARCHITECTS**  
ARCHITECTURE • PLANNING • CONSTRUCTION MANAGEMENT  
Post Office Box 458, Truckee, CA 96160  
Phone: (530) 582-7144 Fax: (530) 582-7145

DESIGNED BY	Michael Korman	SHEET <b>A1.1</b>
DATE	5-21-15	
SCALE	As Indicated	
JOB #	Project Number	

TAHOE DONNER ASSOCIATION  
 PH.: (530) 587 - 8470  
 15275 ALDER CREEK ROAD  
 TRUCKEE, CA 96161  
 APN: 15-060-14  
 559 ACRES

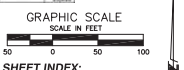
**PROJECT DESCRIPTION**  
 Project Name:  
 Project Address:  
 Project Owner:  
 Project Date:  
 Project Status:

**Estimated Earthwork**

Item	Quantity	Unit	Price	Amount
Fill	10	cy	1.00	10.00
Gravel	1	cy	1.50	1.50
Concrete	1	cy	1.50	1.50
Rebar	1	lb	0.05	0.05
Formwork	1	sq	1.00	1.00
Asphalt	1	sq	1.00	1.00
Earthwork	1	cy	1.00	1.00

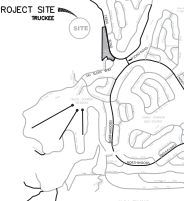
**Area of Distribution (A.D.)**

Area	Area (sq ft)	Coverage (Impervious Area (I.A.))
Trail A	480	1.28
Trail B	480	1.28
Trail C	480	1.28
Trail D	480	1.28
Trail E	480	1.28
Trail F	480	1.28
Trail G	480	1.28
Trail H	480	1.28
Trail I	480	1.28
Trail J	480	1.28



**SHEET INDEX:**

**VICINITY MAP**



805 EL COLLEGE PARKWAY  
 CARSON CITY, NEVADA 89701  
 TEL: (775) 863-1111  
 FAX: (775) 863-1114  
 WWW.LUMOSENGINEERING.COM

CEIL ENGINEERING  
 GEOTECHNICAL ENGINEERING  
 PLANNING  
 LANDSCAPE ARCHITECTURE  
 SURVEYING/CSO  
 CONSTRUCTION SERVICES  
 MATERIALS TESTING

TAHOE DONNER ASSOCIATION  
**TAHOE DONNER EQUESTRIAN CENTER**  
 SITE PLAN

REV.	DATE	DESCRIPTION

**C1**

DATE: Aug 11, 2015  
 DRAWN BY: JC  
 DESIGNED BY: AT  
 CHECKED BY: AT  
 JOB NO.: 8740.000

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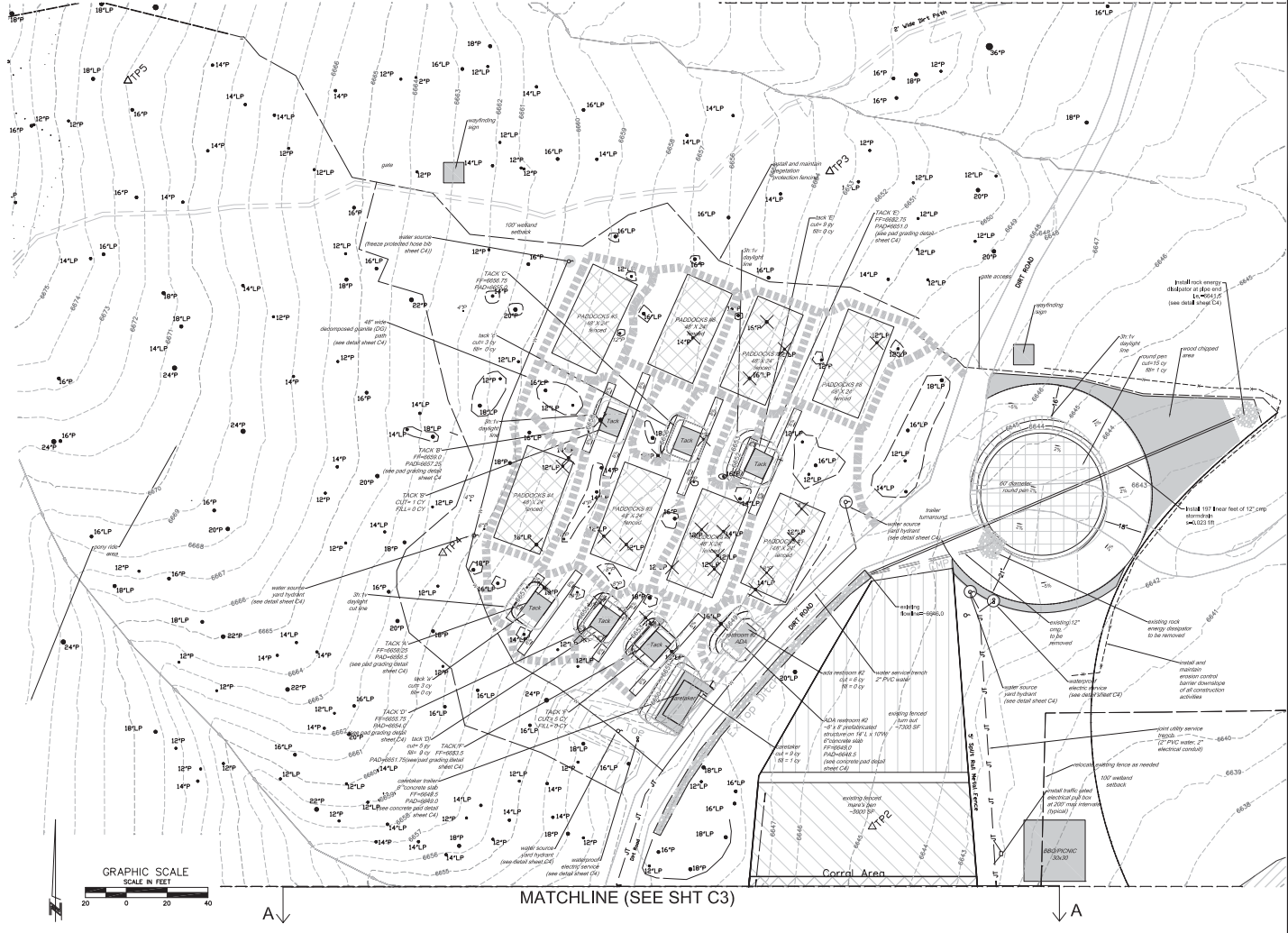
TAHOE DONNER ASSOCIATION  
**TAHOE DONNER EQUESTRIAN CENTER**  
GRADING, UTILITY AND TEMPORARY BMP PLAN

BY: [Signature]

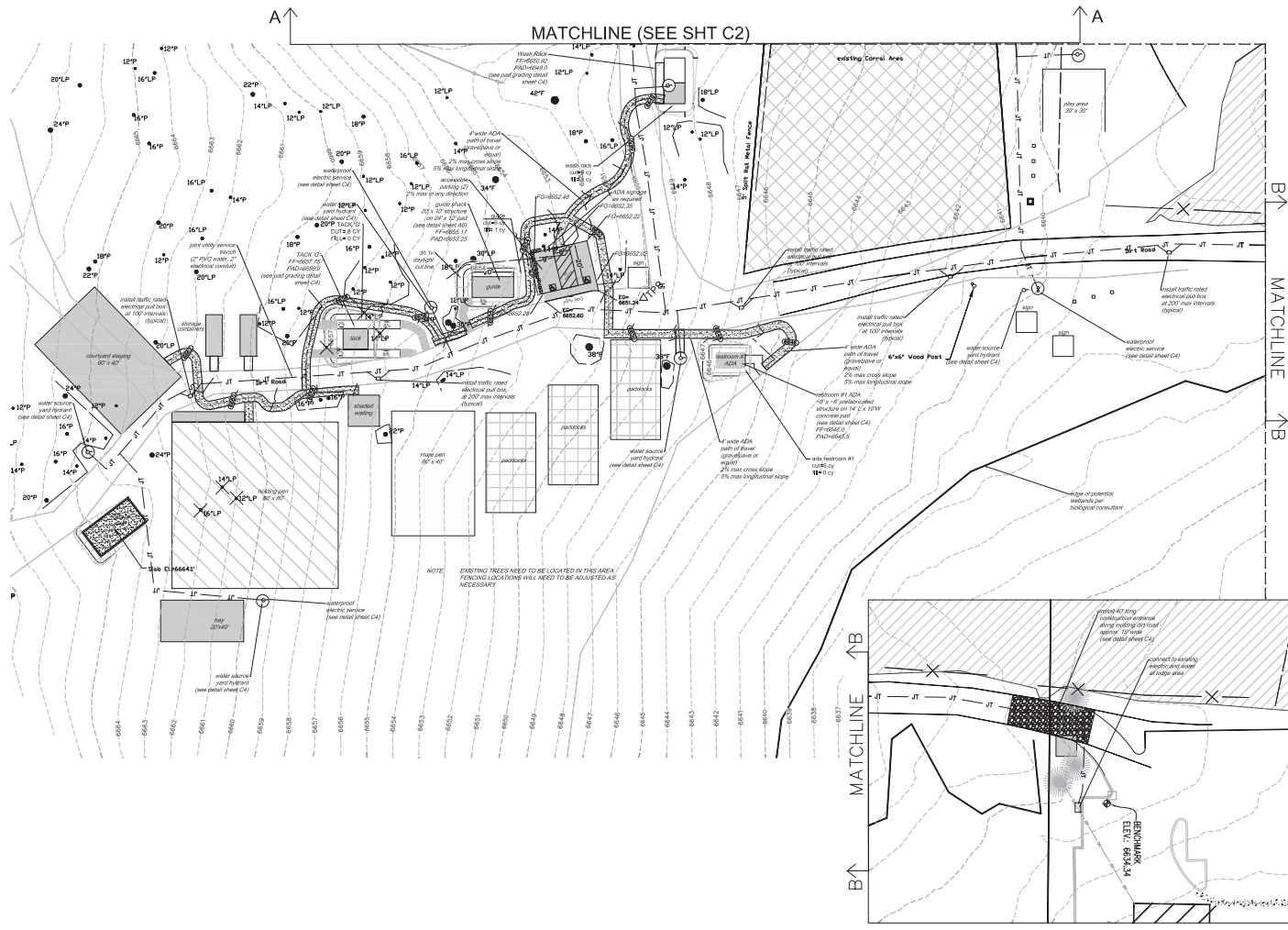
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**C2**

DATE: Aug 11, 2015  
DRAWN BY: JC  
DESIGNED BY: AT  
CHECKED BY: AT  
JOB NO.: 8746.000



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8/11/2015 10:35 am  
JC



NOTE: EXISTING TREES NEED TO BE LOCATED IN THIS AREA. FENCING LOCATIONS WILL NEED TO BE ADJUSTED AS NECESSARY.

**LUMOS & ASSOCIATES**  
 900 E. COLLEGE PARKWAY  
 COVINGTON, CA 95926-8906  
 TEL: 707.534.6400  
 FAX: 707.534.7114  
 WWW.LUMOS&ASSOCIATES.COM

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**60323**  
 Exp. 8-30-16  
 C.E.  
 CA

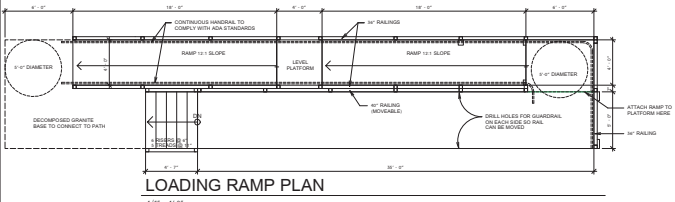
**Tahoe Donner Association**  
**TAHOE DONNER EQUESTRIAN CENTER**  
**GRADING, UTILITY AND BMP PLAN**  
 TRUCKEE, NEVADA COUNTY, CA

REV.	DATE	DESCRIPTION

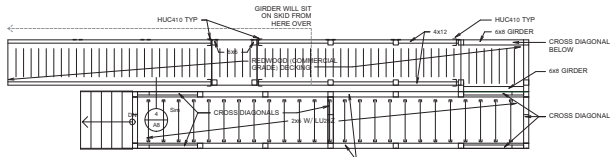
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 DRAWN BY: J.C.  
 DESIGNED BY: A.T.  
 CHECKED BY: A.T.  
 JOB NO.: 8740.000

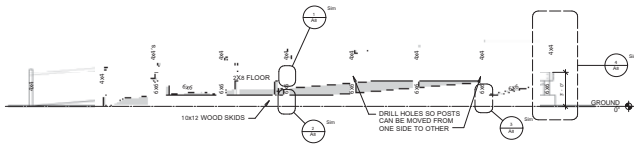
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LOADING RAMP PLAN  
1/4" = 1'-0"



FRAMING PLAN  
1/4" = 1'-0"



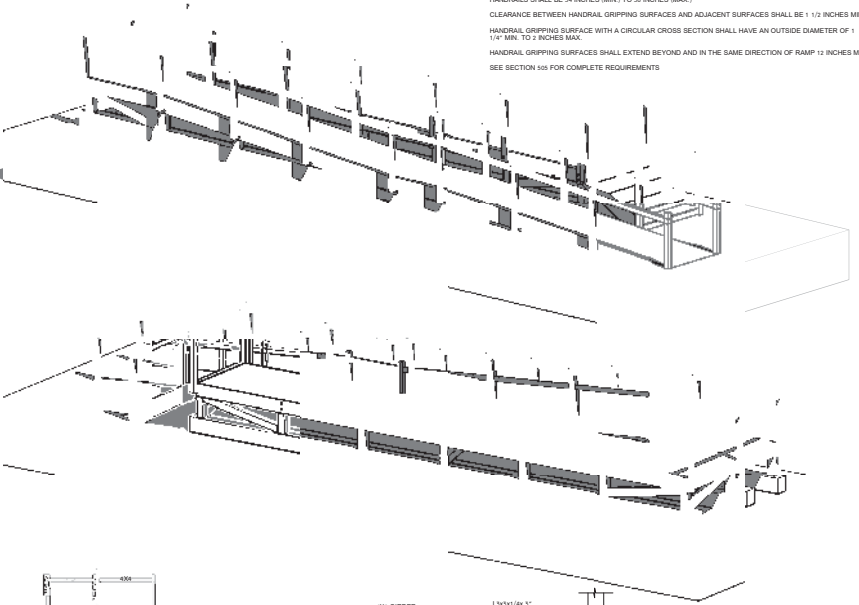
FRONT ELEVATION  
1/4" = 1'-0"

1/4" = 1'-0"



REAR ELEVATION  
1/4" = 1'-0"

1/4" = 1'-0"

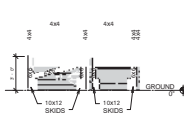


**HANDRAILS PER ADA STANDARDS:**  
 HANDRAILS SHALL BE PROVIDED ON BOTH SIDES OF STAIRS AND RAMP.  
 HANDRAILS SHALL BE CONTINUOUS WITHIN THE FULL LENGTH OF EACH RAMP.  
 HANDRAILS SHALL BE 34 INCHES (MIN.) TO 34 INCHES (MAX.)  
 CLEARANCE BETWEEN HANDRAIL GRIPPING SURFACES AND ADJACENT SURFACES SHALL BE 1 1/2 INCHES (MIN.)  
 HANDRAIL GRIPPING SURFACE WITH A CIRCULAR CROSS SECTION SHALL HAVE AN OUTSIDE DIAMETER OF 1 1/4" (MIN.) TO 2 INCHES (MAX.)  
 HANDRAIL GRIPPING SURFACES SHALL EXTEND BEYOND AND IN THE SAME DIRECTION OF RAMP 12 INCHES (MIN.)  
 SEE SECTION 505 FOR COMPLETE REQUIREMENTS



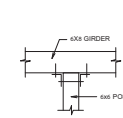
LEFT ELEVATION  
1/4" = 1'-0"

1/4" = 1'-0"

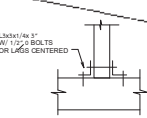


RIGHT ELEVATION  
1/4" = 1'-0"

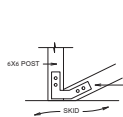
1/4" = 1'-0"



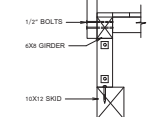
POST AT GIRDER CONNECTION



POST TO SKID CONNECTION

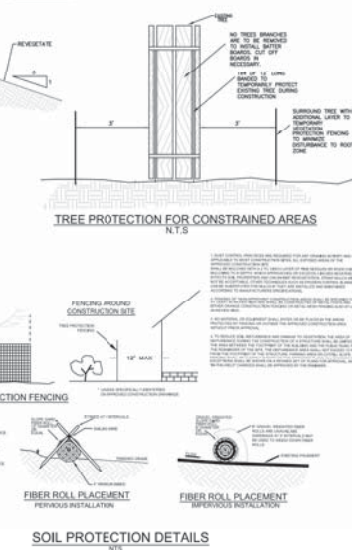
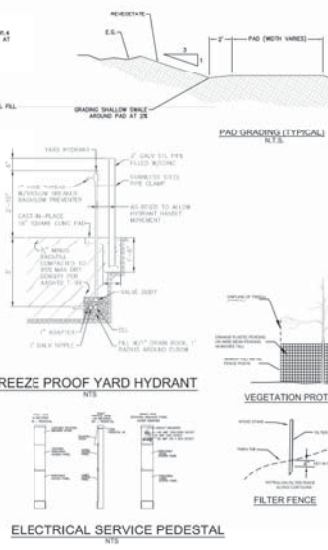
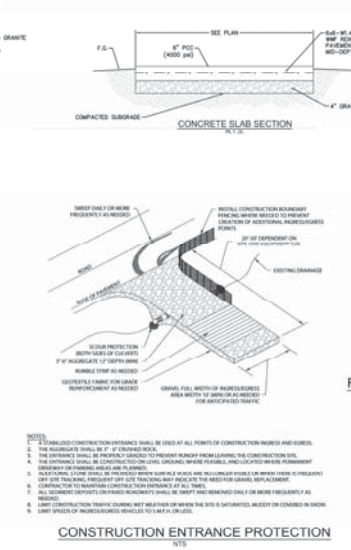
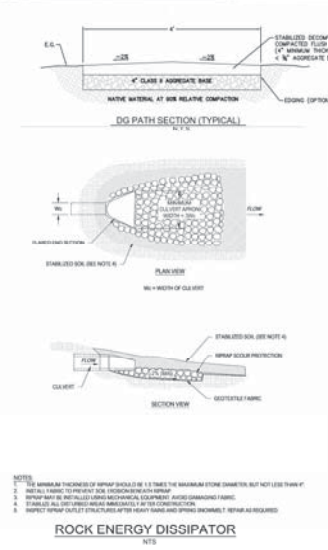
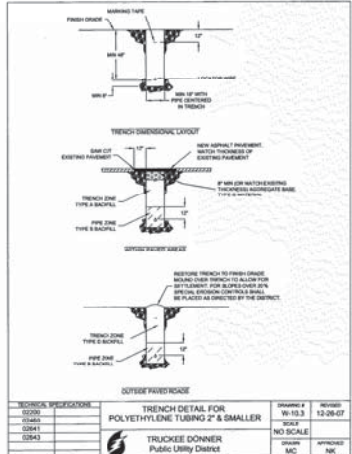
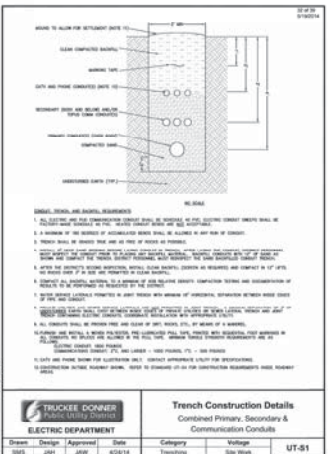
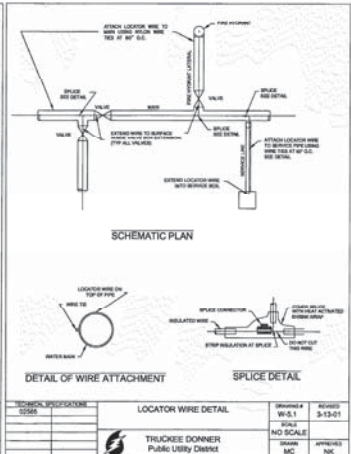
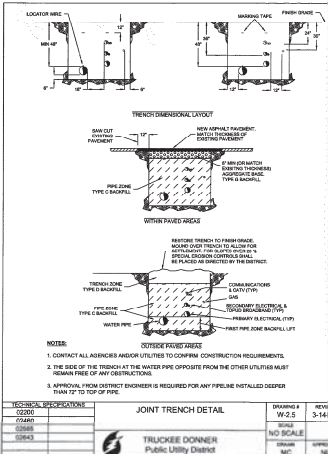


CROSS DIAGONAL CONNECTION



REMOVABLE POST DETAIL

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REVISIONS	
TD EQUESTRIAN LOADING RAMP	
DALE COX ARCHITECTS <small>ARCHITECTURE • PLANNING • CONSTRUCTION MANAGEMENT</small> Post Office Box 498 • Truckee, CA 96160 Phone: (530) 932-7444 Fax: (530) 932-7445	
DRAWN BY: MEGAN KAZDAN DATE: 8/17/10 SCALE: As Indicated JOB #:	9077 A8 Project Number



**LUMOS ASSOCIATES**

100 S. COLLESE PARKWAY  
 SUITE 200, BOVINA BEACH  
 BOVINA BEACH, FL 32117  
 FAX (321) 863-7114

WWW.LUMOSENGINEERING.COM

CIVIL ENGINEERING  
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 CONSTRUCTION SERVICES  
 MATERIALS TESTING

STATE OF FLORIDA  
 PROFESSIONAL ENGINEER  
 No. 60323  
 Exp. 8-30-18  
 CIVIL

TREUCKE DONNER  
 PUBLIC UTILITY DISTRICT

TREUCKE DONNER ASSOCIATION  
 TAHOE DONNER EQUESTRIAN CENTER  
 DETAIL SHEET

BY: [REDACTED]  
 CHECKED BY: [REDACTED]  
 DATE: [REDACTED]

D1

DATE: Aug 11, 2010  
 DRAWN BY: JC  
 DESIGNED BY: AT  
 CHECKED BY: AT  
 JOB NO.: 8760.000



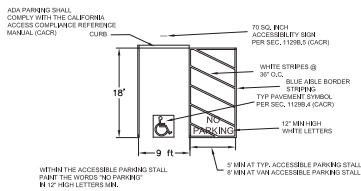
REV.	DATE	BY	CHKD.

**D2**

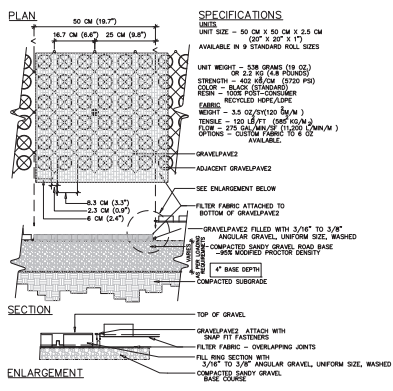
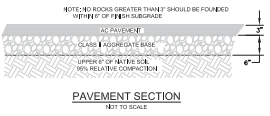
DATE: Aug 11, 2016  
 DRAWN BY: JC  
 DESIGNED BY: AT  
 CHECKED BY: AT  
 JOB NO: 8740200

**NOTES**

1. ACCESSIBLE SPACE MUST PERMIT USE OF EITHER CAR DOOR.
2. BUMPERS ARE REQUIRED WHEN NO CURB OR BARRIER IS PROVIDED WHICH WILL PREVENT ENDEICHMENT OF CURB OVER PARAPARKING.
3. WHEELCHAIR USERS MUST NOT BE FORCED TO GO BEHIND PARKED CARS OTHER THAN THEIR OWN.
4. SURFACE SLOPES OF PARKING AREAS FOR THE DISABLED SHOULD BE MINIMAL BUT ARE REQUIRED NOT TO EXCEED 2% IN ANY DIRECTION.
5. RAMPS SHALL NOT ENDOACH INTO ANY PARKING SPACE.
6. PATH OF TRAVEL FROM PARKING AREA SHALL BE LIMITED TO 5% MAXIMUM SLOPE (120 IN IN THE DIRECTION OF TRAVEL AND
7. PER FOOT CROSS SLOPE. ABOUT CHANGES IN LEVEL SHALL NOT EXCEED 1/4" WHEN CHANGES IN LEVEL DO OCCUR. THEY SHALL BE SLOPED WITH A SLOPE NO GREATER THAN 1:4 IN VERTICAL BY 4 UNITS HORIZONTAL, EXCEPT THAT LEVEL CHANGES NOT EXCEEDING 1/4" INCH MAY BE VERTICAL.
7. EACH PARKING SPACE IS REQUIRED TO BE AT LEAST 14' LONG.



**TYPICAL ACCESSIBLE PARKING**  
 2115



**TYPICAL GRAVELPAVE2 DETAIL**  
 1 OF 1

NOT TO SCALE  
 CHOOSE THIS PRODUCT FOR REINFORCING GRAVEL WEARING SURFACES

Invisible Structures, Inc.  
 800-368-7777  
 www.invisible-structures.com

800-368-7777  
 1800-368-7777  
 800-368-7777

L:\Projects\2016\8740200 - Tahoe Donner Equestrian Center\8740200.dwg, 10/2/2016 10:58:58 am



# DECISION PAPER



**Issue:**

June 5, 2015

Phase 1 of the proposed Equestrian relocation includes 2,250 linear feet of A-frame fencing, and (7) tack sheds at 120 square feet each, all of which will be placed where necessary to support equestrian operations and homeowner boarding through the 2015 Summer Equestrian Operations.

**Background:**

While the project application is being reviewed by Nevada County Planning and Building Departments now, subsequent approvals and permits will not be received in time to implement improvements prior to the 2015 Summer Equestrian Operations. Although a complete relocation was requested by Lahontan Water Quality Board for 2015 Summer Equestrian Operations, phase 1 efforts can start now to replace the old tack building and define the relocated equestrian operations, allowing select relocation efforts to occur sooner, in areas where permits are not required. Phase 2 pricing for grading, guide shack, wash rack, round pen, and utilities are forthcoming, and will be finalized once permits and all conditions of approval are received this summer, for implementation this Fall, after Equestrian operations are closed.

**Options:**

Option 1: Delay construction of (7) new tack sheds and perimeter fencing, until all Nevada County permits are received. Do not implement Phase 1 of the Equestrian Relocation efforts, and proceed with using existing storage container for Homeowner Tack Storage during 2015 Summer Equestrian Operations.

Option 2: Proceed with Phase 1 of the proposed Equestrian relocation, including 2,250 linear feet of a-frame fencing, and (7) tack sheds at 120 square feet each, as detailed in the attached project cost summary, including draft contract with project scope exhibits, unit pricing, and proposed schedule.

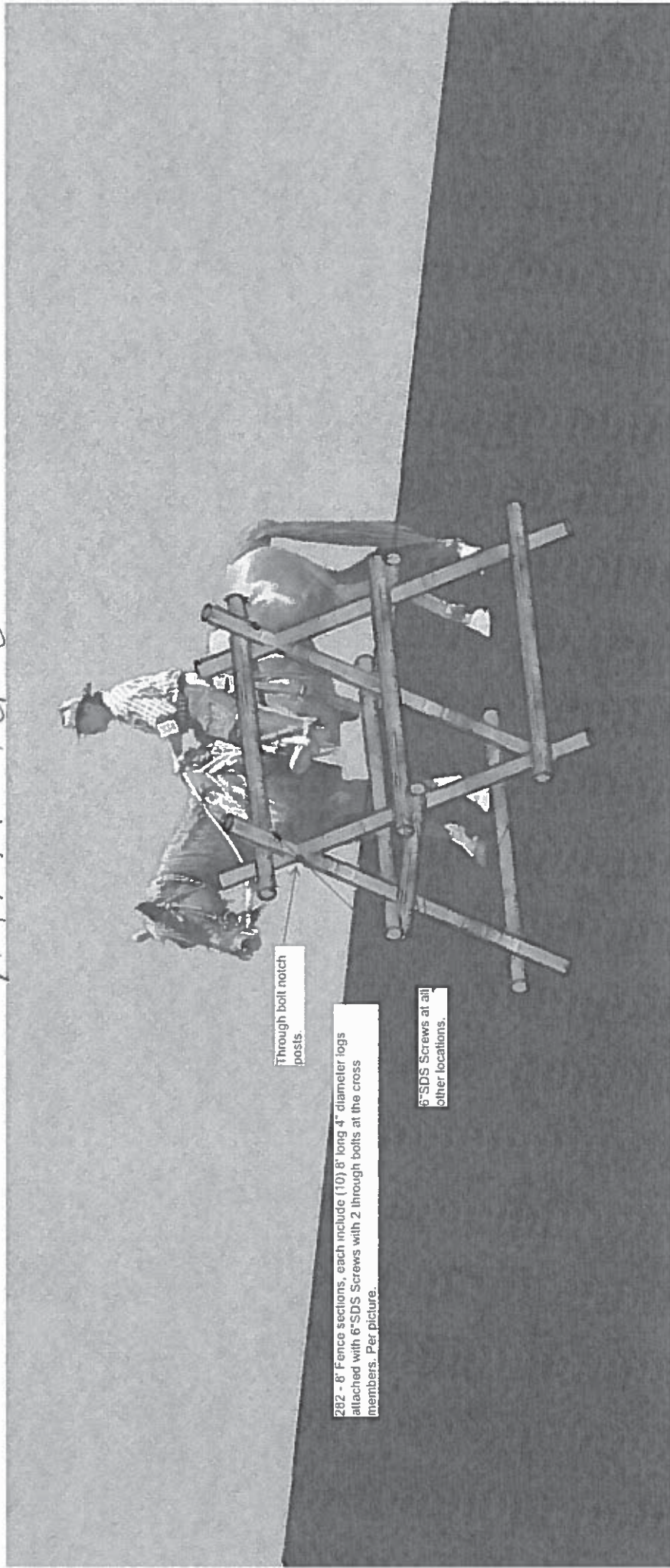
**Recommendation:** Staff recommends Option 2, proceed with Phase 1 of the proposed Equestrian relocation, including 2,250 LF of A-frame fencing, and (7) tack sheds at 120 square feet each, for a phase 1 project cost not to exceed of \$220,000, from the \$533,000 total Equestrian relocation budget.

Prepared By: Forrest Huisman

Board Meeting Date: June 8, 2015

General Manager Approval to place on the agenda: \_\_\_\_\_ Date: \_\_\_\_\_

A-FRAME FENCE SCHEDULE A.1 6/5/15



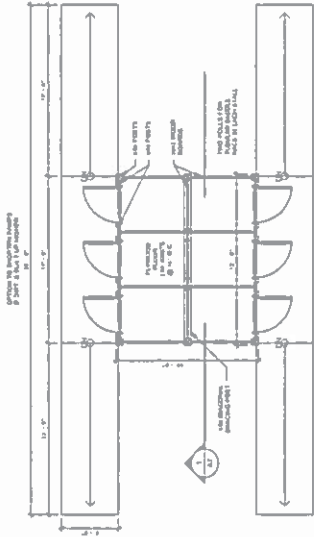
Through bell notch posts.

282 - 8" Fence sections, each include (10) 8" long 4" diameter logs attached with 6" SDS Screws with 2 through bolts at the cross members. Per picture.

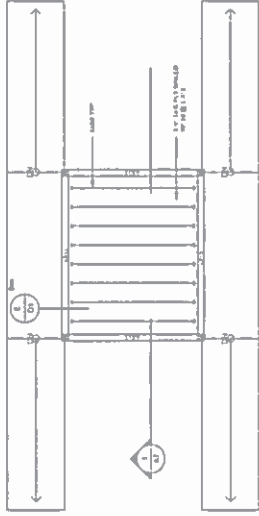
6" SDS Screws at all other locations.

(7) TACK SHEDS SCHEDULE A.2 6/5/2015

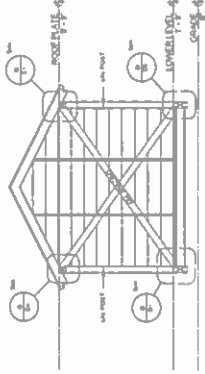
TACK SHED QUANTITY: 7



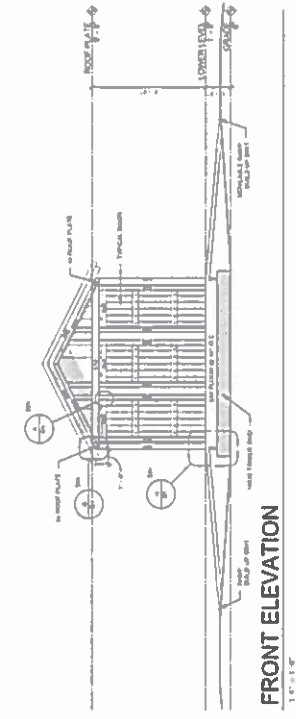
TACK SHED PLAN  
1/4" = 1'-0"



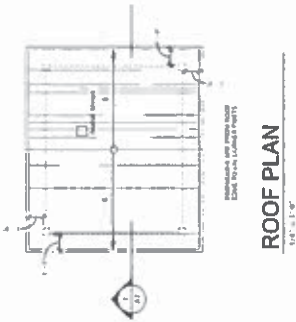
FLOOR FRAMING PLAN  
1/4" = 1'-0"



1 Section  
1/4" = 1'-0"



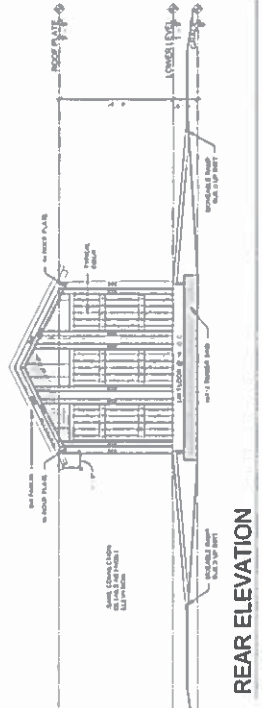
FRONT ELEVATION  
1/4" = 1'-0"



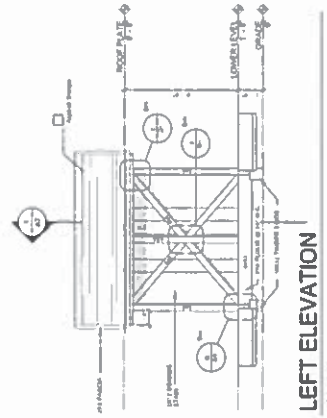
ROOF PLAN  
1/4" = 1'-0"



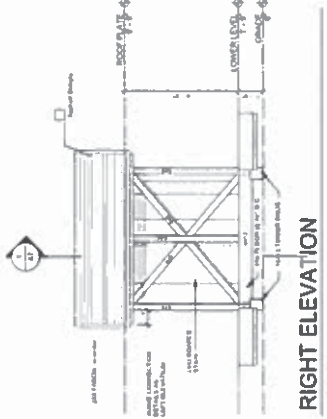
ROOF FRAMING PLAN  
1/4" = 1'-0"



REAR ELEVATION  
1/4" = 1'-0"



LEFT ELEVATION  
1/4" = 1'-0"



RIGHT ELEVATION  
1/4" = 1'-0"

**TD EQUESTRIAN TACK SHED**

DALE COOL ARCHITECTS  
ARCHITECTS • PLANNING • CONSTRUCTION MANAGEMENT  
Phone: 408.366.7400 Fax: 408.366.8888

DESIGN BY: MICHAEL ALBERTA  
DATE: 2/20/15  
SCALE: 3/8" = 1'-0"  
JOB #

PROJECT NUMBER

**A7**

1/4" = 1'-0"

1/4" = 1'-0"

**DRAFT SCHEDULE 6/5/2015**

ID	Task Name	Duration	Start	Finish	Predecessors	Notes
1	TD Tack Shed Schedule	41 days	Fri 6/5/15	Fri 7/31/15		
2	Order Doors	0 days	Fri 6/5/15	Fri 6/5/15		
3	Order Material	0 days	Mon 6/8/15	Mon 6/8/15		
4	Material Delivered	5 days	Mon 6/8/15	Fri 6/12/15	3	
5	Build 1st shed for approval	5 days	Mon 6/15/15	Fri 6/19/15	4	
6	Build Remaining 6 Sheds	24 days	Mon 6/22/15	Thu 7/23/15	5	
7	Install Roofing	10 days	Mon 7/6/15	Fri 7/17/15	5FS+10 days	
8	Door Delivered	30 days	Fri 6/5/15	Thu 7/16/15	2	Based off 6 week delivery
9	Install Doors/Trim	5 days	Fri 7/17/15	Thu 7/23/15	8	
10	Exterior Stain	4 days	Fri 7/24/15	Wed 7/29/15	9	
11	Install Hardware	2 days	Thu 7/30/15	Fri 7/31/15	10	

Project: Tack Shed Scedule  
Date: Fri 6/5/15

Task		External Milestone		Manual Summary Rollup	
Split		Inactive Task		Manual Summary	
Milestone		Inactive Milestone		Start-only	
Summary		Inactive Summary		Finish-only	
Project Summary		Manual Task		Deadline	
External Tasks		Duration-only		Progress	