

## Tahoe Donner General Plan Committee – December 3, 2018 Meeting Minutes

### Time and Location

2:30 PM in the Northwoods Clubhouse Mezzanine Room on the first non-holiday Monday of each month.

### Call to order:

The meeting was called to order by the Chair at 2:30 PM.

### Roll Call:

	GPC Committee:		Liaisons:	Tahoe Donner Association	
Nan Meek	Michael Fajans	John Stubbs	Jennifer Jennings, Board	Robb Etnyre	Megan Rodman
Michael Sullivan	Rob McCray	ALTERNATES	Don Koenes – Board 2°	Forrest Huisman	Miguel Sloane
Jim Beckmeyer	John McGregor	Steve Miller	John Dundas, Fin. Com.	Mike Salmon	
	George Rohrback	Courtney Murrell			

Guests: Benjamin Levine

### Approval of Minutes

Jim Beckmeyer made a motion to approve the minutes of the last meeting. Nan Meek seconded the motion. The minutes were approved by unanimous vote.

### Member Input – None

### Finance Committee Liaison report - Steve Miller

There was no report

### New Business:

Discussion of GPC 2019 Goals. See attached GPC proposal to the Board.

### Updated list of Potential Capital Projects:

The Sort Team project list is at: [TahoeDonner.com/Members/CapitalProjects/PotentialProjects](http://TahoeDonner.com/Members/CapitalProjects/PotentialProjects).

### Project Subcommittee updates:

#### Active Sub Committee progress reports:

1. Northwoods Activity Center – Murrell  
The Northwoods Activity Center (NAC) subcommittee and the Trout Creek subcommittee agreed that any future pool improvements should involve looking at both sites to determine where those improvements should be, and both subcommittees will work together when the time comes. The NAC subcommittee still prioritizes parking at the site and has staff drawings indicating where to increase parking, though this priority is not on the 2019 CFP. The subcommittee still awaits Board direction of ADA needs.
2. Downhill Ski Resort– Beckmeyer, Aldridge, McClendon, McGregor, Meek, Miller, Murrell, O'Neil, Rohrback, Huisman, Salmon, Sloan, McCray, Etnyre, Sullivan  
The Downhill Ski Subcommittee was divided into two teams. One was assigned the renovation of the current Lodge building and the second focused on re-building the lodge. The renovation team did a detailed “walk through” of the building in November and their observations are attached. They concluded that extensive and costly renovations would be required to meet required codes and the ADA upgrades may impact usable space requiring the addition of an annex building to meet current space demands. The layout of the current building is awkward resulting in operating difficulties and less than desired Member satisfaction. The task force concluded that an annex could improve employee working environment but would do little for our customers. Creating a satellite food service area in an annex would increase operating costs and is not recommended. Subsequently, both teams met to determine the optimum size building needed to maximize Member enjoyment and value. It was determined that the optimum size building would be

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one that matches the capacity of the lifts (similar to the recommendation by the consultant EcoSign). This orientation would be coupled with operational procedures to limit the size of the user base on peak days to preserve Member enjoyment.

Because of the size and scope of this investment, the teams have requested two additional pieces of data to be collected during this ski season.

- A new pricing scheme will produce more detail about user categories
- Staff will count various metrics that impact user satisfaction

This data will be available after the close of the ski season and will allow the teams to make a definitive recommendation on Lodge size. Until then, the team feels it is a waste of Member funds to perform any renovation of the existing Lodge. The GPC reviewed this information and voted to advise the Board as follows:

“The GPC recommends that the Board Delay Ski Lodge ADA related design, quotes, and other work until the Subcommittee completes its analysis on lodge sizing. The December 3<sup>rd</sup> DSR Lodge Sizing Sub Team concluded that it is unlikely that the option of remodeling the current 15k sq ft. lodge will be a viable and cost-effective option. It is more likely that a building size of 20-25k square feet will be required to meet current operating requirements. ADA upgrade cost estimates are expected to cost \$100,000 to \$150,000. The GPC feels that these Member funds would be better spent on a compliant building that provides better Member enjoyment and value. This information will be reviewed again in mid 2019 and the GPC will update its recommendation”.

1. Golf Course – McGregor, Huisman, Stang, Beckmeyer, Leibow, Gauney, Gemma, Kuehne, Murtagh.  
The sand trap on hole 18 has been removed. The current Replacement Reserve Fund projects will be reviewed with the contractor in January and the Subcommittee will prioritize the results. Work may be able to begin in late 2019.
2. Marina Recreation Center – Fajans.  
There was no report.
3. Trails & Open Space – Annie Rosenfeld, Christina Thayer, Levine.  
The proposed Bermgarten trailhead project was reviewed with the objective of completing a proposal to the GPC & Board in 2019.
4. Trout Creek Recreation Center (TCRC) - Stubbs, Bledsoe, Murrell, Levine, Winther, Huisman.  
Final permits have been applied for with the expectation that Phase 1 work may begin in January. The first action will be staging the work and providing signage and access to the non-work areas. Phase 2 is expected to start at the end of summer with completion in January 2020. John Stubbs is recruiting volunteers to participate in writing the Amenity Master Plan.

### SUPPORT Subcommittees

1. Association Master Plan/Capital Projects Process – Sullivan, Meek,  
Amenity Master Plans – these are being written by active subcommittees.
2. Communications– Meek, Murrell, Levine, Sullivan  
See attached minutes of the Communications subcommittee.
3. Demographics– McCray, Maciejewski, Sullivan  
Rob presented a comprehensive description of the work so far for comment and review by the GPC. He will incorporate the comments prior to broader distribution.

### “ON-HOLD” & “NOT YET ACTIVE” TASK FORCES plus Staff Projects of interest

1. Alder Creek Adventure Center (ACAC) – a leader is needed for this center.

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This is a complicated and multi-faceted recreation site. No subcommittee has yet been formed.

2. The Lodge - TBD  
No subcommittee has yet been formed
3. Cluster Mailboxes – Rohrback, Fajans, McGregor  
Subcommittee deactivated. Awaiting direction by the Board
4. Employee Housing – Fajans  
There was no report.

### FUTURE ISSUES TO BE ADDRESSED

None were discussed

### Adjournment:

The meeting was adjourned at 4:29 PM

### Next Meeting:

The next meeting will be held on January 7, 2018 at **2:30 PM** at NWCH Mezzanine.

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DOWNHILL SKI LODGE RENOVATION ANALYSIS From Nov. 6 Subgroup Tour Minutes

Major structural and foundation changes would be required. Scoping and costing is being coordinated by staff and a consultant team.

### **Major upgrades required:**

Electrical Mechanical Fire protection, Grease Collection, Plumbing, Sewer, Foundation

### **Additions required:**

Elevator, ADA-compliant stairs, Associated grade filling, Roof modifications

### **Design flaws of current building:**

Snow shedding onto deck. Poor space utilization/building configuration. Uphill walk for skiers from below-grade staging area

### **Renovation subgroup conclusions:**

Renovations would be costly & require possible multi-year work-arounds due to: 1. Age & complex shape of building 2. Roof design 3. Site limitations

### **Staff input:**

Renovation would require a phased approach: 1. Work/no permit, staff to do or supervise 2. Simple work, permits and professionals 3. Major work: elevator, stairs and other major work

## **RENOVATION DETAILS**

### **Outdoor:**

Deck coating good for another 8 years Ramps & stairs not ADA-compliant Parking area, paths of travel not ADA-comp.

### **Ground floor renovation:**

Employee areas unventilated Employee and skier areas have no outside exits Repurposing employee area/little customer benefit Under-deck storage area not habitable ADA space enhancements and code compliance upgrades

### **Upper floor renovation:**

Seating area inadequate/busy days and moderately busy days. Kitchen/food service inadequate/busy days. Cramped food service area limits menu options. Food storage/refrigeration inadequate

Kitchen backup creates long lines on busy days. ADA changes will decrease seating capacity

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### **Secondary food/beverage service annex:**

Will increase operating costs

### **Enclosing flat roof over SE corner/ground floor:**

Requires major structural upgrades

Heating & hot water systems are adequate; no change required

### **RECOMMENDATIONS:**

Renovation is not recommended, for the above reasons. Recommend: Further analysis and coordination with: 1. Peak use limits 2. Customer service expectations

3. Desired capacity for current and future use for winter and summer activities

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**Tahoe Donner General Plan Committee  
Goals for 2019**

**Capital Investment Guidance**

1. Use the Association Master Plan (AMP) as a guide to provide capital investment direction to the Board of Directors
2. Organize investment projects around Subcommittees of dedicated members
3. Follow the approved Capital Projects Process
4. Use informed member input for guidance
5. Study quantification of member enjoyment & value
6. Document all work

**Communicate to Stakeholders**

1. Outbound to inform and teach
2. Inbound to collect:
  - a. Facts
  - b. Opinions
    - i. Separate informed from uninformed
    - ii. Use uninformed opinions to direct outbound communication
3. Use multiple forms of communication
  - a. Broad – all members
  - b. Narrow – interest groups

**Capital Funds Projection**

1. Review the Capital Projects Process to forecast funding needs and update as necessary

**Subcommittee**

1. Complete first draft of two Amenity Master Plans
2. Each Subcommittee to have its own Charter or Objectives
3. Use Project Planning Tools for scheduling

**Project Priorities**

1. Organize and Lead annual prioritization meeting with Board, Staff, Finance Committee and Members

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### **Communications Subcommittee**

The GPC Communications Subcommittee Meeting was held on Monday, October 1, 2019, from 12:30 to 1:29 in the Northwoods Clubhouse Mezzanine.

**New Volunteer Communications:** To educate new and prospective volunteers about the GPC and its subcommittees, volunteer members' responsibilities, the Capital Projects Process, and the roles of its volunteer members, information will be compiled and made available. Orientation materials will be developed.

**GPC Communications Discussion:** Committee/Subcommittee Guiding Principles of Conduct, GPC Communications Task Force Charter, and GPC Communications Roles, Responsibilities and Process were reviewed and amendments to the Committee/Subcommittee Guiding Principles of Conduct were returned to the Board.

**Website:** Content needs were reviewed and are under production.

**Eblast:** A new edition is being drafted.

**FlashVote Surveys:** No further surveys are planned at this time.

**Next meeting:** Monday, November 5, 2018, 12:30-1:30 pm, Northwoods Clubhouse Mezzanine Room

### **GPC Communications Task Force Charter**

- Represent the General Plan Committee to all constituencies
  - Chair is the single voice of the Communications Task Force
- Collaborate with the GPC Amenity Task Forces and Support Task Forces
- Collaborate with the Tahoe Donner Communications Department
- Gather input from relevant constituencies as needed
- Utilize modern and appropriate tools and methods
- Measure success in each area
  - SMART: Specific, Measurable, Achievable, Relevant, Timely

### **GPC Communications Task Force Roles, Responsibilities and Process**

1. Task Force Chairs determine messaging needed and inform the CTF Chair as early as possible
2. CTF Chair schedules all task force communications with TD Staff
3. Task Force Chairs review and approve the content produced by their task forces, then send it to the CTF Chair
4. CTF Chair reviews content and resolves questions/concerns with Task Force Chairs
5. CTF Chair sends content to TD Staff and is liaison for questions/concerns
6. CTF Chair and Task Force Chairs review final layout and return changes or approval in the timeframe requested by TD Staff