

Tahoe Donner General Plan Committee

August 5, 2019 Meeting Minutes - Draft 2

Time and Location

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

1. Call to order:

The meeting was called to order by the Chair at 2:37 PM.

2. Roll Call:

GPC Committee:			Liaisons:	Tahoe Donner Association	
Nan Meek	Rob McCray	Laura Lindgren	Jim Roth	Robb Etnyre	Miguel Sloane
Michael Sullivan	John McGregor	ALTERNATES	Jeff Connors	Brian Yohn	Robin Bennett
Jim Beckmeyer	George Rohrbaek	Steve Miller	John Dundas, Fin. Com.	Mike Salmon	
John Maciejewski	Jeff Shellito	Courtney Murrell			

Subcommittee Leaders: Michael Fajans, Benjamin Levine

Guests: Richard Mackler, Jim Colbert

3. Approval of Minutes

Nan Meek made a motion to approve the minutes of the last meeting. Jim Beckmeyer seconded the motion. All members present voted to approve the minutes are submitted except Rob McCray who abstained since he was not present at the last meeting.

4. Member Input -

None was noted.

6. Sub Committee progress reports:

A. Trout Creek Recreation Center (TCRC) - Stubbs, Winther, Huisman, Levine, Sloane, Meagan Hanbury, John Maciejewski, Debbie Meyer, Alan Pontius.

Brian Yohn reported on the current status of the Fitness Center renovation. The Chairman pointed out that the extensive communication campaign that preceded this project appeared to successfully align expectations with reality.

A further report from the subcommittee is attached. See comment on snowmaking under ACAC.

B. Trails & Open Space – Levine, Rosenfeld, Bonnard, Bothwell, Cohen, Crum, Dana, Englar, Etnyre, Hahin, Jennings, Joaquin, Lindsay, Mahoney, Meek, Miller, Nicol, Phelps, Phillips, Powell, Quan, Simmons, Sullivan, Terrell, Thayer, Thornton, Yohn

At its July meeting, the TOS briefly discussed a recent USFS decision to extend “opportunities for Class 1 E-MTB riders to use recommended non-motorized trails” in the Tahoe National Forest. From meeting minutes and other subcommittee reports, the TOS has compiled a lengthy draft commentary on the 2013 Tahoe Donner Trails Master Plan. The commentary is intended for use by an outside consultant, and is also expected to be released to the Tahoe Donner members on the Tahoe Donner website. The TOS discussed the draft, and subcommittee members were invited to provide additional written feedback. The TOS also continued planning for an August 2019 trails and open space member survey to support the trails master plan update process. The TOS also continued its discussion about Tahoe Donner’s “no outside promotion/no outside invitation” practices, which have resulted in the absence of Tahoe Donner’s trails from regional maps, topographic maps, and digital navigation tools. Ultimately, the TOS makes a distinction between 1) marketing activities aimed at promoting Tahoe Donner’s trails to the public, and 2) navigational tools that provide useful information to members using the trails. The TOS holds that navigational tools used by members should not be governed by the same practices or policies governing public-oriented promotional activities. Finally, the TOS considered undertaking a Blue Ribbon Equestrian Panel (BREP) style financial performance analysis of the trails, but concluded that the time is not yet ripe for such a project.

The subcommittee noted that the Bermgarten trailhead project is currently underway with a projected completion date of August 22. They urged members to visit this attractive and unusual portal to our trails system.

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- C. Golf Course – McGregor, Huisman, Jim Stang, Jim Beckmeyer, Corey Leibow, Brian Gauney, Pat Gemma, Kevin Kuehne, James Murtagh, Denise Rebar, Keith Williams
At our July meeting, we reviewed the Golf Course Improvement Project Plan. We clarified that we received Board approval of \$55K in Jan 19 for preliminary activities to include Cary Bickler estimates and Permitting and that activity is in process. Grading Plan and Permits from the Town of Truckee were scheduled for 8 July and all believe this task is on schedule. Next steps are to have Cary Bickler fine-tune the approach and methods of the construction process, which occurred mid-July, and prepare the final Golf Course Bid Package (mid-Aug). TD Board update and overview of Bid Package scheduled for the Aug. 24th TD Board meeting. On a parallel activity TD management is developing a plan to replace all the greens next Spring potentially concurrent with our projected proposal. TD Board members have been provided on-site review of course conditions and were individually briefed while on course and updated at 27 July Board meeting. Cost for green replacement estimated at ~\$300K
- D. Downhill Ski Resort– Beckmeyer, Aldridge, McClendon, McGregor, Meek, Miller, Murrell, O'Neil, Rohrback, Huisman, Salmon, Sloan, McCray, Etnyre, Sullivan
The final two components of the Sub Committee's (SC) Stage 3 deliverables should be complete in September. The lodge sizing needs analysis has been dependent on Alston Construction completing its budgetary design proposal, including a square footage recommendation based on Staff's "needs analysis". We expect to review results at our September 9th meeting, then re-weigh in on a sizing recommendation. Benchmarking has one more set of interviews to host. Plan is for this to happen in August with a final review of results at the September 9th meeting. A sourcing timeline was reviewed in the August meeting. With a 3 ½ year time horizon to break ground, it's time to pick up the pace on BOD communication. Jim took an initial step in July, meeting with Charles Wu. In that call we agreed to establish an informal discussion with the Board as soon as possible. Jeff Connors agreed to carry our August SC lodge discussion back to the Board, including relaying our detailed discussion on timing, and the need to set up the discussion group discussed by Jim and Charles. See comment on snowmaking under ACAC.
- E. Northwoods Activity Center – Murrell, Lindgren
The subcommittee did not meet in July; however, the subcommittee outreached to the Tennis Club and other tennis enthusiasts to gain their feedback and input for capital improvements over the next 5-20 years. A list of 5 questions were submitted to the Club leaders. These same questions and outreach were conducted last summer, with many email and face to face exchanges, but no feedback was returned. Club leads were busy and then the season was over. The subcommittee is trying again this year and will have this input by next month to add to existing staff recommendations. Priorities at NWAC continue to be ADA paths and walkways, drainage improvements at POTH (Pizza on the Hill) entrance and garbage area, and additional storage. Parking was enhanced by re-striping this spring. A hot tub is still continually requested by members. Administrative space at the Clubhouse is cramped and inadequate and the operational status of POTH and food service in general will have a significant impact on space requirements and demands, as well as member expectation, satisfaction and enjoyment. The subcommittee believes food service of some kind should continue at NWAC but whether that is in a restaurant form or our food truck TD Eats remains for discussion
- F. Alder Creek Adventure Center (ACAC) – McCray, Laura Lindgren, John Maciejewski
Snowmaking at Nordic, Snowplay and Downhill - Brian Yohn reported that permitting cannot go ahead without Board approval even though these projects have been previously reported to the Board and the funding is projected in the Capital Funds Projection. An email has been sent to the Board asking for approval to obtain the permits.
- G. Communications– Meek, Murrell, Levine, Sullivan
The GPC Communications Subcommittee update from Aug. 5, 2019, meeting:

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1) Eblasts: To keep messaging fresh and attractive, three versions of the invitation to participate in Downhill Ski Discussion Groups were written, and will be rotated every other week in TD weekly eblasts. Planning will begin this month on a dedicated eblast for the Downhill Ski Subcommittee.

2) TD News: For the Sept. issue, "Meet the Trails" content will feature the Donner Rim Trail extension. Other related content includes Truckee River Day and tree planting, forestry, and defensible space. Oct./Nov. content will include winter operations and ski pass promotion, with a spot open for GPC content in Nov.

3) Surveys: Discussion of the Trails and Open Space Survey and review of the GPC Communications Subcommittee's Draft Survey Development document led to questions from Board Liaison Jeff Connors as to whether there was a charter for the GPC Communications Subcommittee (and/or any GPC Subcommittees), whether the Board had seen or approved any such charters, and whether the responsibility for surveys correctly resided with management or subcommittees. Robust discussion ensued. The short answer from the GPC Communications Subcommittee was that there is a charter, it has never been requested by the Board nor reviewed by the Board, and that other GPC Subcommittees have stated "purposes" rather than charters and that the purposes are included in the subcommittees' website content. Discussion also covered the collaboration between staff and subcommittee work on surveys and other communications. Nan will consolidate the GPC Communications Subcommittee charter and the stated purposes of the other GPC subcommittees into a document for review by Director Connors and anyone else who is interested. (This has been done.)

4) Website: Editing of new/updated content continues ongoing.

H. Demographics— McCray, Maciejewski, Sullivan.

No further action is expected until staff is able to provide requested information

I. Association Master Plan/Capital Projects Process — Sullivan, Meek,

Nan and Jim Beckmeyer volunteered to help prepare a statement of work for a consultant to help write the revised General Plan.

Rob McCray noted that an Association Master Plan should include an overall plan for parking and transportation. This was suggested a year ago but the idea did not make the cut as a GPC project at the Evaluation Team meeting.

7. Finance Committee Liaison report - Steve Miller

No report was made.

8. New Business:

General Plan Committee Objectives

The GPC shall create a set of medium and long-term objectives in accordance with the recent request from the Board. A copy of the 2019 Objectives i(**attached**) was discussed and approved by the committee members. This will be submitted to the Board.

Standard Deviation Memo

I recently circulated a memo to highlight the variation in revenue of our winter amenities. This caused some misunderstandings. If anyone wants to discuss this further, it will be done if there is time in the meeting. Please note that major businesses invest a lot of money to eliminate variation and that it is possible that the annual assessment might be decreased if variation were decreased.

Updated list of Potential Capital Projects:

The Sort Team project list is at: TahoeDonner.com/Members/CapitalProjects/PotentialProjects.

FUTURE ISSUES TO BE ADDRESSED

The Chairman requested that subcommittees post their meetings so that interested members can attend.

Adjournment:

The meeting was adjourned at 4:05 PM

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Next Meeting:

The next meeting will be held on September 9, 2019 at 2:30 PM at NWCH Mezzanine.

Note, the following committees are not yet active or are on-hold

- i. Marina Recreation Center – Fajans.
The report written by Michael Fajans a year ago is still a valid description of the status of this amenity.
- ii. The Lodge - TBD
Leadership of this subcommittee is under discussion.
- iii. Cluster Mailboxes – Rohrback, Fajans, McGregor
Subcommittee deactivated. Awaiting direction by the Board
- iv. Employee Housing – Fajans.
This committee currently tracks the activities of other community groups that are studying or acting on the same issue.

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TCRC Open Member Meeting 7/18/2019

Kyle Winther (TCRC Amenity Manager) and Tommy Kelly (Assistant Manager) hosted a Member Information meeting with complimentary tri-tip BBQ on 7/18 at the TCRC fitness classroom to inform Members on progress on Phase 2 of the expansion project, staff plans for overdue weight/strength equipment replacement, and to receive member feedback. Eighty-five members attended (with an estimated median age of 65). In a 30 min Power Point presentation, Kyle showed construction progress on Phase 2 and reported that Mt. Lincoln Construction was on schedule for January, 2020, completion.

Whereas the cardio equipment is on an approved 3-year replacement schedule, the weight/strength equipment has not been on such a schedule and is long overdue for replacement. After considerable research, the TCRC Staff have selected Life Fitness/Hammer Strength, a premier producer of strength equipment, to provide the new equipment. Selection of this manufacturer was based on criteria of equipment longevity, user compatibility, space efficiency, and ease of repair. Kyle showed photos of various replacement items and explained the functions. Funding would be mainly from RRF and a proposal will be presented to the Board of Directors at an upcoming Board meeting. Following the Power Point, Kyle asked for Member feedback.

The response was overall very positive for the new equipment.

Other comments and questions:

1. Kyle confirmed there would be a dedicated stretching area with rubber flooring and TRX attachment sites. Some members asked if gymnastic rings could be included in addition to the TRX systems.
2. Some members requested replacement exercise bikes with a strong preference for Peloton bikes.
3. Some members requested one additional treadmill.
4. Some members asked about instruction for the new equipment. Each piece of equipment would have a detailed information sheet with an illustration of muscle groups exercised and use directions. Also, personal trainers would be available at certain times for the first couple of weeks without charge to help members learn about the new equipment.
5. Positive feedback on the temporary relocation of cardio and strength equipment to the 3000 sq ft tent on the basketball court and the new multi-purpose rooms. There was general opinion that the temporary arrangements were working very well.
6. General opinion that the plans for moving the fitness classes to alternate locations from the current fitness classroom (poolside gym) when snow load closes the tent would be acceptable.

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7-18-19 GPC Goals for 2019.docx

Tahoe Donner General Plan Committee Goals for 2019

Comments in Blue were made by Jim Beckmeyer

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
7. Where appropriate, align with Finance Committee

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
 - i. Broad – all members
 - ii. Narrow – interest groups
 - iii. Specific – with Board to optimize alignment

Capital Funds Projection

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

Subcommittee (SC)

1. Complete first draft of all Amenity Master Plans
2. Each Subcommittee to have its own Charter or Objectives
3. Use Project Planning Tools for scheduling
4. Ensure all GPC members are actively engaged providing SC leadership.

Project Priorities

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

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