



STAFF REPORT

DATE:

March 17, 2021

TITLE:

2021 General Planning Committee (GPC) Charter

RECOMMENDATION:

By Motion: Formally adopt the updated 2021 General Planning Committee (GPC) Charter and continue to recognize the GPC as a standing committee of the Association.

BACKGROUND:

The last GPC Charter was adopted by the board on January 31, 2020. One of the Objectives in the newly adopted Strategic Plan, adopted January 22, 2021, under Goal 3.3 objective c is that committee charters are updated as appropriate to best meet the ongoing need of the Association and the Board. A strategic initiative in the General Manager (GM) 2021 Proposed Workplan is to revise the GPC and Finance Committee charters to meet the Strategic Plan objectives by working jointly with the GM, staff directors and the committee chairs.

ANALYSIS:

The current GPC Committee Chair, Director of Capital Projects and General Manager worked collaboratively on revising the new GPC Charter to meet the ongoing needs of the Association and the Board. The revised charter was introduced and reviewed by the GPC on March 15, 2021. Comments and recommendations from the GPC were incorporated into the revised Charter.

The GPC objective moving forward is to advise and work collaboratively with management on Tahoe Donner long-range planning objectives and documents to preserve and enhance the livability of Tahoe Donner as well as to support the Association in maintaining and enhancing Tahoe Donner amenities. Specific long-range planning objectives/documents may consist of but are not limited to:

- Tahoe Donner Association general planning documents
- Amenity and Facility Master Plans
- Association Strategic Plan annual goals pertaining to long-range planning projects
- Capital Funds Projection Plan

Key changes within the revised Charter are:

- Change name from General Plan Committee to General Planning Committee. This allows for better representation of committees' involvement in a wider range of long-range planning documents.
- Steer committee focus from specific capital projects to long-range planning objectives.
- Change from one chair to two co-chairs, a Member Co-Chair and a Staff Co-Chair. The Staff Co-Chair shall be assigned by the General Manager and is a non-voting member. This model has been used recently for our Trails and Open Space Committee as well as our Downhill Ski Task Force and has proven to be very successful.
- Reduce Membership from nine voting members to seven voting members.
- Reduce meeting frequency from monthly to quarterly meetings.





- Increase member terms from two years to three years.

It should be noted to the Board that there was not consensus on the following items and further discussion is warranted:

- Change from traditional member chairs to a co-chair system. There was no consensus on this item at the GPC meeting; opinions ranged from the traditional member chair approach to having staff be the chair. Staff felt leaving the co-chair language in the draft was appropriate for now, and the Board will provide the final decision.
- A recommendation was provided to include Open Space use into the GPC's fundamental operating principles. This was not discussed during the GPC meeting, and deserves further discussion before adding it to the charter. If the board wants to include open space issues to the GPC charter it is important to realize how it impacts the GPC scope and responsibilities.

OUTREACH:

N/A

FISCAL IMPACT:

There is no direct fiscal impact at this time other than the time staff will commit to any current or new committee.

ALTERNATIVE:

1. Keep using the existing adopted 2020 Charter.
2. Dismiss the GPC as a standing committee of the Association.

ATTACHMENTS:

- **2021 GPC Charter**

Prepared by: Jon Mitchell, Director of Capital Projects

Reviewed by: Annie Rosenfeld, Director of Risk Management + Real Property

General Manager Approval: _____ Date: _____

