



## STAFF REPORT

### DATE:

April 16, 2021

### TITLE:

2021 General Planning Committee (“GPC”) Charter  
2021 Finance Committee Charter

### RECOMMENDATION:

**By Motion:** Formally adopt the updated 2021 General Planning Committee (“GPC”) Charter and the Finance Committee Charter

### 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 Committee Chairs.

The current FC Charter was last approved in February 2020. The Board of Directors directed that a new review of the FC Charter be conducted, and the charter updated as needed.

### 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.

On March 26, 2021, the Board directed staff to work with the Committee Chair and present an advisory Charter to the Board.

The GPC objective moving forward is to advise and work collaboratively with staff 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 the Committee’s 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, one being a Staff Deputy Chair. This Staff Deputy Chair shall be assigned by the General Manager and will be 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, which has proven to be very successful.
- Add language for consistency on removal of committee members.
- Reduce meeting frequency from monthly to quarterly.
- Change the term for committee members to a three-year term.
- Change number from nine (9) voting members to seven (7) voting members.
- Make minor changes throughout the document to be consistent with the Finance Committee Charter.
- Recommend task list adoption at the regular Board meeting in December of each year to be reviewed quarterly.
- Create tasks to be driven by Strategic Plan initiatives and current Workplan adopted annually by the Board.

It should be noted to the Board that there was no consensus on the following items, and further discussion is warranted:

- Change the chair standing 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 in the GPC Charter, it is important to realize how it impacts the GPC scope and responsibilities.
- Minor changes were made on the following items:
  - Make verbiage consistent with the Finance Committee Charter.
  - Create minor edits that do not impact the intent.
  - Update job titles.
  - Link application form for interested applicants.
  - Change spacing, formatting and margins to reduce length, grammar, conciseness, punctuation and spelling.
  - Reduce redundancy.

#### **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 RECOMMENDATION

**By Motion:** Direct staff to develop a Trails and Open Space (“TOS”) Committee Charter; update Resolution 2008 – 2 (“Committee Policy”) to incorporate all relevant items in GPC, Finance Committee (“FC”) and TOS Charters related to “Committee Administration” into said documents; and ensure tasks and responsibilities of the GPC, FC and TOS Charters are related to the adopted Tahoe Donner Five-Year Strategic Plan and Board of Directors (“BOD”) annual Workplan along with other ongoing core responsibilities of each Charter.

### Alternative Recommendation Analysis:

In order to be consistent regarding the three Committee Charters, the GPC, FC and a newly formed TOS could all have the same “Committee Administration” requirements. Having all these items located in a separate Resolution allows for consistency. Some of these items located in the “Committee Administration” section include:

- Organization – Number of voting members
- Chair Roles/Deputy Chair Roles
- Membership
- Election of Committee Chair
- Meetings
- Communication
- Reporting Requirements
- Schedule of Key Events
- Committee Support
- Term of Charter and Amendments

If this is the case, the GPC, FC, and TOS Charters will only include Authority (which would reference the updated Resolution related to Committee Administration), Purpose and Tasks and Responsibilities. It is staff’s recommendation that the Five-Year Strategic Plan and Board’s annual Workplan are core to the Tasks and Responsibilities of each Committee Charter.

If the Board is supportive of this approach, staff would update the GPC, FC and TOS Charters to reflect these changes.

### OTHER ALTERNATIVES:

1. Keep using the existing adopted 2020 Charter.
2. Come back at a later date with a separate Trails and Open Space Charter.
3. Dismiss the GPC as a standing committee of the Association.





**ATTACHMENTS:**

- **2021 GPC Charter**
- **2021 Proposed FC Charter**
- **Resolution 2008-2**

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Prepared by: Jon Mitchell, Capital Projects Director

Reviewed by: David Mickaelian, General Manager

General Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

